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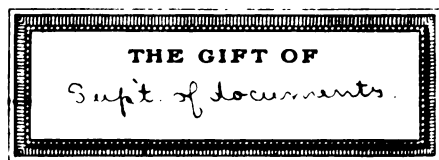
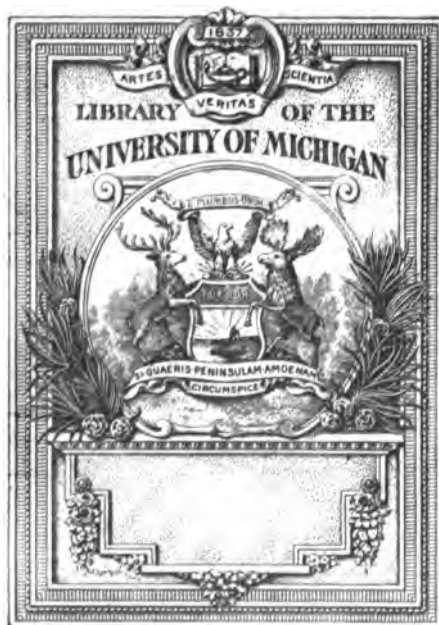
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# A GUIDE

FOR THE USE OF

OFFICERS OF THE INSPECTOR-GENERAL'S  
DEPARTMENT

REVISED TO INCLUDE DECEMBER 26, 1911



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1911

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WAR DEPARTMENT  
OFFICE OF THE INSPECTOR GENERAL

U. S. **A Guide**  
FOR THE USE OF OFFICERS OF THE  
**Inspector General's Department**  
1911

Prepared under direction of the  
Inspector General of the Army

(REVISED TO INCLUDE DECEMBER 26, 1911)



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**WAR DEPARTMENT,**  
**Document No. 403.**  
**OFFICE OF THE INSPECTOR GENERAL.**

**WAR DEPARTMENT,  
OFFICE OF THE CHIEF OF STAFF,  
Washington, October 19, 1911.**

The following Guide for the Use of Officers of the Inspector General's Department, 1911, prepared under direction of the Inspector General, is published for the information and government of the Regular Army and Organized Militia of the United States.

By order of the Secretary of War:

**WM. H. CARTER,  
Major General, Acting Chief of Staff.**



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## A GUIDE FOR USE OF OFFICERS OF THE INSPECTOR GENERAL'S DEPARTMENT.

### INSPECTOR GENERAL'S DEPARTMENT.

1. That from and after the approval of this act the Army of the United States, including the existing organizations, shall consist of \* \* \* an Inspector General's Department, \* \* \*. The Inspector General's Department shall consist of one inspector general with the rank of brigadier general, four inspectors general with the rank of colonel, four inspectors general with the rank of lieutenant colonel, and eight inspectors general with the rank of major: *Provided*, That all vacancies created or caused by this section shall be filled, as far as possible, by promotion according to seniority of officers of the Inspector General's Department. (Act approved Feb. 2, 1901, 31 Stat. L., 748, 751; G. O. 9, A. G. O., 1901, p. 5. See par. 2, *post*.)

2. That upon the occurrence of a vacancy in the grade of colonel in the Inspector General's Department after the present lieutenant colonels therein shall have been promoted or retired, such vacancy shall not be filled, and thereafter the number of officers authorized for that department shall be as follows: One inspector general with the rank of brigadier general; three inspectors general with the rank of colonel; four inspectors general with the rank of lieutenant colonel, and nine inspectors general with the rank of major. (Act approved Mar. 2, 1901, 31 Stat. L., 899; G. O. 26, A. G. O., 1901, p. 7.)

3. Details from the line to fill vacancies in, appointment of chief, etc. (Act approved Feb. 2, 1901, sec. 26; 31 Stat. L., 755; G. O. 9; A. G. O., 1901, p. 11.)

4. The Secretary of War may, in addition, detail officers of the line, not to exceed four, to act as assistant inspectors general: *Provided*, That officers of the line detailed as acting inspectors general shall have all the allowances of cavalry officers of their respective grades. (Act approved June 23, 1874, 18 Stat. L., 244; G. O. 78, A. G. O., 1874, p. 1.)

5. Expert accountant for, authorized. (Act June 13, 1890, 26 Stat. L., 151; G. O. 69, A. G. O., 1890; act Feb. 24, 1891, 26 Stat. L., 773; G. O. 27, A. G. O., 1891.)

## OFFICE OF THE INSPECTOR GENERAL OF THE ARMY.

6. The office of the Inspector General in the War Department is a bureau of the War Department, similar in its character to the "office of the Quartermaster General," and the "office of the Commissary General;" and the "office of The Adjutant General," etc., and also "in the status and authority of its chief," so far as his authority and status as a chief of bureau in the War Department go. (Op. J. A. G., May 3, 1898; 3314-I, O. I. G.)

## INSPECTORS GENERAL AND ACTING INSPECTORS GENERAL.

7. Sphere of inquiry includes every branch of military affairs except when specially limited in Army Regulations or orders. (A. R., 895.)

8. Will exercise a comprehensive and general observation within the command to which assigned over all that pertains to the efficiency of the Army, the condition and state of supplies of all kinds, of arms and equipments, of the expenditure of public property and moneys, and the condition of accounts of all disbursing officers of every branch of the service, of the conduct, discipline, and efficiency of officers and troops, and report with strict impartiality in regard to all irregularities that may be discovered. (A. R., 895.)

9. From time to time they will make such suggestions as may appear to them practicable for the correction of any defect that may come under their observation. (A. R., 895.)

10. When assigned to a military command they are under the immediate direction of its commanding general; when not so assigned, they are under the orders of the War Department. (A. R., 896.)

11. They will make such special inspections as the commanding general may direct within the limits of his command. (A. R., 896.)

12. Report by letter on arriving at their stations to the Inspector General of the Army. (A. R., 897.)

13. An officer of a staff corps or department, or an officer serving therein by detail, will report to The Adjutant General of the Army and to the head of his corps or department on the last day of every month, giving his address, a statement of the duties on which he has been employed during the month, the date of his assignment thereto, and the authority by which so assigned. (A. R., 843.)

14. Personal reports when absent with leave, detached, etc. (A. R., 64, 841, 842.)

NOTE.—A leave of absence commences on the day following that on which the officer departs from his proper station. The

day of departure, whatever the hour, is counted as a day of duty; the day of return as a day of absence. (A. R., 58.) The day of departure from command or station in the case of detached service and the day of return from such service are counted as days of detached service. (Cir. 41, W. D., 1909.)

15. Reporting in person on arriving in Washington or at the headquarters of a division or department. (A. R., 889.)

16. Will furnish to the Inspector General of the Army copies of all orders and written instructions received for tours of inspection or for investigations, giving the nature of the duty they are going to perform, the probable time they will be at each place to be visited during their tour, and the probable date they will return to their stations. (A. R., 897.)

NOTE.—Officers of the Inspector General's Department in the Philippines Division are not required to furnish copies of orders and written instructions for tours of inspection, nor itineraries of routes of travel, etc., called for by A. R., 897. (10039, O. I. G.)

17. At the close of each fiscal year the inspector general assigned to a military command will submit to its commanding general a report covering the operations of the Inspector General's Department within the command during the preceding year, together with such recommendations for the improvement of the service as he may deem fit, and will forward a copy thereof, through military channels, to The Adjutant General of the Army, who will transmit it to the Inspector General of the Army. (A. R., 897.) Copy of annual report intended for the Inspector General of the Army should be forwarded as above in time to reach his office not later than August 10 of each year. (13505-G, O. I. G.)

18. An officer of the Inspector General's Department, upon being relieved from duty as inspector general of a division, will submit directly to the Inspector General of the Army a statement showing the status of the inspections pertaining to that division, including those assigned under A. R., 910. (13505, O. I. G.)

19. Will make known their orders or instructions to commanding officers and other officers whose troops and affairs they are directed to inspect. (A. R., 898.)

20. When making inspections within the territorial limits of the command of an officer subordinate to the officer ordering the inspections, they will, prior to the inspections, furnish to the subordinate commander a copy of their orders and an itinerary of their route in so far as they relate to the inspection of parts of his command. (A. R., 898.)

21. Not to give orders unless specially authorized, then only in the name of the superior giving such authority. (A. R., 899.)

22. All irregularities to be reported with strict impartiality. (A. R., 899.)

23. Should refrain from informal conversation or comment upon subjects under investigation. (A. R., 899.)

24. Will exercise the greatest care that they do no injustice to organizations or individuals. (A. R., 900.)

25. When investigating accusations prejudicial to the character of an officer, will make known to him their nature and give him an opportunity to make his own statement in writing, which will be appended to the report. (A. R., 900.)

26. When detailed to investigate alleged attempts to defraud the Government, or any irregularity or misconduct of any officer or agent of the United States, they have authority to administer oaths to witnesses. (A. R., 901; R. S., 183, amended by act Feb. 13, 1911, 36 Stat. L., 898; M. L., 691.)

"The Inspector General's Department is an instrumentality placed at the disposal of the Secretary of War to assist him in military administration. It is not, in any sense, a tribunal; it has no power to reach findings or to impose punishment. It has power to administer oaths, when necessary, in the course of an investigation and is regulated by the requirements of section 183, Revised Statutes, as amended. \* \* \*

"The officers of the Inspector General's Department are confidential agents of the Secretary of War, whose duty it is to collect the facts in respect to a particular incident; they are bound to make as full a presentation on both sides as is possible, their conduct in that regard being regulated by the requirements of paragraph 893 of the Army Regulations, 1908 [A. R., 900 of 1910]. \* \* \*

"These investigations (by officers of the Inspector General's Department) are, as a rule, confidential; a different procedure may be prescribed by the Secretary of War or by the officer ordering the investigation; a public investigation may be directed, and those whose conduct is being made the subject of examination may be permitted to appear, to produce witnesses, and to cross-examine. \* \* \*

"In the case in reference, I understand Mr. ——— has been permitted to be present during the conduct of the investigation. This is a matter that is committed to the discretion and judgment of the inspector, and is not regarded as a right which can be demanded by the person whose acts or conduct are being made the subject of investigation.

"If the investigation is confidential, the report is equally confidential, and there is no authority of law or practice in furnishing any person with copies of the Inspector General's notes. \* \* \*

"I think that the Inspector General correctly states the practice in respect to military investigations which are conducted by officers of his department, in which the practice is not to receive briefs. \* \* \*" (Op. Judge Advocate General, Nov. 22, 1909; 13738-B, O. I. G.)

The Secretary of War, November 24, 1909, said, with respect to a request for a copy of the notes of testimony as taken from day to day, as follows: "In conformity with the established practice in such cases the investigation is a confidential one, and I am advised that, as the investigation itself is confidential in character, there is no authority of law or practice for furnishing any person with copies of the Inspector General's notes in advance of their submission to the Secretary of War." (13738-B, O. I. G.)

27. Inspectors general will, from time to time, designate the articles which, in their opinion, should be procured and kept for sale by the Subsistence Department, to officers and enlisted men while in garrison or permanent camps, and while in temporary camps or on active campaign. (A. R., 902; see also R. S., 1144.)

For latest sales list, see G. O. 172, W. D., 1909.

28. When assigned to a military command, they will each be allowed the necessary clerks and one messenger, who will be assigned by the Secretary of War. (A. R., 896.)

29. Every facility and assistance, including clerical aid, if requested, will be furnished inspectors by commanding and other officers whose troops and affairs they are directed to inspect. (A. R., 898.)

30. The efficient discharge of the duty of inspecting officers requires a thorough acquaintance with the rules and usages of the service, the regulations and laws for the government of the Army, the systems of instruction for the troops, and the general principles of the military profession. Industrious attention must therefore be given by inspectors to the study of such matters as may pertain to their sphere of investigation; and habits of study and critical observation should be assiduously cultivated. (G. O. 5, A. G. O., 1866.)

31. Under the provisions of A. R., 888 (A. R., 895, 1910), inspectors general will inquire into and report upon the business methods of all chief quartermasters and other officers on duty in the Quartermaster's Department under the conditions named in G. O. 18 and 73, W. D., 1908, with special reference to the application of



the principles enunciated therein. (G. O. 18, 73, 176, W. D., 1908.) Also see Cir. 7, Q. M. G. O., 1909, as amended.

82. Inspectors should offer their services (to inspect property or examine other matters) to post authorities whenever they officially visit them at times not specified for a regular inspection.

83. Whenever a complete inspection is made of an organized body of troops the inspector will ascertain whether there is on hand any excess of ordnance property over the needs of the organization, or any surplus not borne on returns, and will inquire into and report upon such excess or surplus wherever found to exist. (Cir. 87, W. D., 1907.)

84. Orders to inspectors about to visit posts, commands, etc., will be given in the form of letters and not published, as it is desirable that the inspectors shall see the posts, depots, etc., under normal conditions. (Cir. 22, W. D., 1903, par. 11.)

85. Orders contemplating the payment of mileage should state the specific points to which travel is directed, whenever it is practicable to embody such information in the orders. (Paymaster General, Mar. 7, 1906; 10381-11, O. I. G.)

86. To enable the Quartermaster General to communicate with inspectors before they inspect quartermaster depots, inspectors general of departments are requested to notify the Quartermaster General direct of the probable date of such inspections. (Does not apply to the Philippine Islands; 11844, O. I. G.)

87. On return to his station from an official tour an inspector should report verbally to his commander any matters that in his judgment require immediate attention, to be followed later by the written record. (Cir. 22, W. D., 1903, par. 9.)

88. The necessity for making an inspection on a Sunday by an inspector general is a question to be passed upon by the inspector, who is responsible to higher authority for his action. (Secretary of War, May 19, 1905; 10054, A-1, O. I. G.)

#### INSPECTIONS.

89. Hereafter no portion of the appropriation for mileage to officers shall be expended for inspections or investigations except such as are especially ordered by the Secretary of War, or such as are made by Army and department commanders in visiting their commands, and those made by Inspector General's Department in pursuance of law, Army Regulations, or orders issued by the Secretary of War. (Act Aug. 6, 1894, G. O. 32, 1894, and Cir. 16, 1903, A. G. O.) See also A. R., 1307, as to the Philippine Islands.

40. Special inspections and investigations within the limits of a command (territorial or tactical) may be made under orders of the commander thereof; but in all cases involving travel his selection of officers to perform such duty shall be restricted to inspectors general, acting inspectors general, or officers of the General Staff Corps on duty as such, at his headquarters under War Department assignment. (A. R., 903; see also A. R., 1307.)

41. Stated inspections:

All military commands, garrisoned posts, and camps.	At least once each fiscal year.	By inspector general of the division or his assist- ants. (A. R., 905.)
Armories.	Annually.	Inspections will be di- rected by the Secretary of War to be made by offi- cers recommended by the Inspector General of the Army. A. R., 906.) See par. 135, <i>post</i> .
Arsenals.		
Depots.		
General hospitals.		
General recruiting sta- tions.		
Proving ground, Sandy Hook, N. J.	Annually.	By the Inspector General or officers recom- mended by him under specific instructions of the War Department. (A. R., 907.)
Military prisoners in United States Peniten- tiary, Fort Leavenworth, Kans.		
National cemeteries, each once in 2 years.		
Accounts of officers disbursing funds under the Secretary of War.		
Special inspections of posts and com- mands as may be deemed advisable.		
Military departments and business methods of the Military Academy.	Annually.	
The Service Schools.		

NOTE.—The fiscal year is the inspection year. (1690, O. I. G.)

42. Of division and department headquarters to determine whether or not the prescribed methods of official business are strictly carried out. (G. O. 191, W. D., 1905.)

43. The recruit depots at Fort Slocum, N. Y.; Columbus Barracks, Ohio; and Jefferson Barracks, Mo., and any other such depots that

may be established hereafter, will only be inspected by officers to be designated from The Adjutant General's Office. (G. O. 124, W. D., 1907.) See par. 68, *post*.

44. Ungarrisoned posts will be inspected at such times as the division commander may direct, ordinarily once in two years. (A. R., 905.)

45. The United States Military Prison at Fort Leavenworth, Kans., and the Pacific Branch of the United States Military Prison at Alcatraz Island, Cal., are to be inspected at least once each year by one of the inspectors general of the Army. (R. S., 1348, amended by act Jan. 19, 1891, 26 Stat. L., 722; G. O. 8, A. G. O., 1891; act Mar. 2, 1907, 34 Stat. L., 1169; G. O. 58, W. D., 1907.)

46. Just prior to the departure of an Army transport from a terminal port, and immediately upon its arrival at such port, it will be minutely inspected by an officer of the Inspector General's Department, or, if no officer of that department is available, by the officer in charge of water transportation. In making this inspection all irregularities and deficiencies found by the inspector or mentioned in the report of the commanding officer of the troops, required by paragraph 232, Army Transport Service Regulations, will be investigated. (A. R., 905.)

47. The Secretary of War directs that in making periodical inspections of Army transports, the inspections be extended to develop whether or not the Army Transport Service Regulations prohibiting the introduction of liquor and gambling are strictly enforced, and whether there is any illegitimate traffic in commissary supplies by those having access to such supplies. If irregularities in this respect are found, responsibility therefor will be fixed and recommendation made looking to correction. (Cir. Letter, O. I. G., Feb. 17, 1911; 4481-AP, O. I. G.)

48. Each mine planter shall be inspected annually by an officer of the Inspector General's Department. (Par. 21, Regs. for Mine Planters, 1909.)

49. Inspections of boats assigned to artillery districts for passenger and freight service and mine purposes:

(a) Inspectors making inspections of coast artillery posts will include a thorough inspection of all boats assigned to coast artillery service at such posts. (G. O. 235, W. D., 1909. See par. 109, *post*.)

(b) Daily inspection of a mine planter by its commanding officer. (G. O. 229, W. D., 1909.)

(c) Daily inspection (except Sundays and legal holidays) of all boats assigned to artillery districts by officers directly in charge of

them, or by officers designated by the artillery district commanders. (G. O. 235, W. D., 1909.)

(d) Artillery district and post commanders having boats assigned to their commands for coast artillery service, either permanently or temporarily, will make at least one careful inspection of every such boat monthly and on a day other than that of the regular monthly inspection. (G. O. 235, W. D., 1909.)

50. The Inspector General of the Army shall, in person, once in each year, thoroughly inspect the Soldiers' Home at Washington, D. C., its records, accounts, management, discipline, and sanitary condition, and shall report thereon in writing, together with such suggestions as he desires to make. (Act Mar. 3, 1883; 22 Stat. L., 564; G. O. 24, A. G. O., 1883.)

51. Hereafter, once in each fiscal year, the Secretary of War shall cause a thorough inspection to be made of the National Home for Disabled Volunteer Soldiers, its records, disbursements, management, discipline, and condition, such inspection to be made by an officer of the Inspector General's Department, who shall report thereon in writing, and said report shall be transmitted to Congress at the first session thereafter. (Act Aug. 18, 1894; 28 Stat. L., 412.)

52. Annual inspections of the military departments of educational institutions at which officers of the Army are detailed as professors of military science and tactics are to be made April 1 to June 1 in each year by a board of four officers of the War Department General Staff. (G. O. 231, W. D., 1909.)

53. Inspections of the Organized Militia are to be made at least once each year by officers detailed by the Secretary of War for that purpose. (Sec. 14, act Jan. 21, 1903; 32 Stat. L., 777; G. O. 7, A. G. O., 1903.)

The division commander will have immediate charge of these inspections within the limits of his division; and to assist in this duty all officers of the Army, active and retired, on duty with the Organized Militia within the limits of his division will report to him and will send through him their reports of inspections under section 14 of the act of January 21, 1903. (A. R., 192.)

NOTE.—Under the operations of G. O. 23, A. G. O., 1892, the duties of preparing instructions for the officers detailed to visit the encampments and witness the movements and exercises of the militia, and of digesting, arranging, and preserving their reports, were transferred from the office of Inspector General to the Adjutant General's Office. These duties now devolve on the Division of Militia Affairs, Office of the Chief of Staff.

54. Inspections by chiefs of squads. (A. R., 288.)

55. Daily, by company, band, and detachment commanders. (A. R., 283.)

56. Weekly, by company, band, and detachment commanders, (A. R., 283); by battery commander, Coast Artillery Corps, (D. R. C. A., 318.)

NOTE.—For inspection of the condition of an organization and its equipment by its commander, the latter may prescribe the uniform and equipment. (U. R., 35.)

57. Monthly, by regimental commander. (A. R., 245.)

58. Monthly, by post commander. (A. R., 203, 1455.)

59. The post commander and surgeon will make frequent visits during the month to the hospital, guardhouse, mess hall, mess rooms, and other buildings and rooms used by enlisted men. When the post commander is a general officer these visits may be delegated to regimental or detached battalion commanders. (A. R., 203, 204.)

60. Annual inspection of all public buildings by the commanding officer and quartermaster. (A. R., 1028.)

61. By the quartermaster, of buildings about to be occupied, allotted, or vacated. (A. R., 1026.)

62. By the commander of a coast artillery district. (D. R. C. A., 585; G. O. 62, W. D., 1908, amended by G. O. 184, W. D., 1908.) By district artillery engineer. (D. R. C. A., 591; G. O. 62, W. D., 1908, Par. IV, sec. 8, 45.) By artillery district ordnance officer. (D. R. C. A., 597; G. O. 62, W. D., 1908, Par. IV, sec. 19, 45.)

63. By district engineer officers. (G. O. 62, W. D., 1908, Par. IV, sec. 42.)

64. Of armament by officers of the Ordnance Department and Signal Corps. (A. R., 1561; G. O., 62, W. D., 1908, sec. 44, amended by G. O., 50, W. D., 1911.)

65. Annual inspection and test of the entire Signal Corps equipment of each coast fortification. (G. O. 146, W. D., 1911; D. R. C. A., 606, 734.)

66. The department commander will inspect the troops under his command at least once each year. When making a tour of inspection, he will make a protracted sojourn at posts visited by him, and thus assure himself of the state of efficiency of the personnel of each post, and determine the proper corrective measures to improve the efficiency when it is found below a proper standard. (A. R. 192.) See par. 899, *post*.

67. The division commander will inspect the troops under his command at least once each year, and will assure himself by personal

examination and observation that all officers and men under his control are efficient in the performance of duty; that the troops are thoroughly drilled and instructed in their field duties and tactical exercises; that supplies are properly distributed; that proper care is exercised in the purchase and preservation of public property; and that strict economy is exercised in all public expenditures. (A. R., 191.)

68. Inspections by, or under direction of, division commander to be made at arsenals, depots of the supply departments, general hospitals, general recruiting depots, the United States military prison, or any branch thereof, or other place, with the exception of the United States Military Academy, at which officers and enlisted men are on duty within the limits of the division; scope of such inspections; reports, etc. (A. R. 189, amended by G. O. 49, W. D., 1911.)

69. All supplies furnished under contract or otherwise will be subjected, whenever practicable, to the personal inspection of a commissioned officer at the time of delivery; otherwise such inspections will be made by civilian inspectors under his personal supervision, subject to test and verification at irregular intervals and at unexpected times by such officer. (G. O. 167, W. D., 1905.)

The Secretary of War has decided that all drugs and food for the Army, whether purchased in the United States proper or in the outlying possessions, shall conform to the standard required by law. (Indorsement, A. G. O., Mar. 18, 1908; 12346, O. I. G.)

70. Of fresh beef and beef cattle. (W. D. G. O. 27, 1904; 28, 1906; M. S. D., 150, 151, 152, 158, 331 (1), 333.)

71. Of beef cattle and beef, by veterinarians. (G. O. 28, W. D., 1906; M. S. D., 151, 152, 157, 158, 160.)

72. Of mobile artillery matériel by the Ordnance Department, with a view to repair and alteration, etc. (G. O. 9, 116, 168, W. D., 1911.)

73. By the Ordnance Department, of field artillery matériel issued to the organized militia. (G. O. 225, W. D., 1910, G. O. 116, W. D., 1911.)

74. Of raw material used by manufacturers in furnishing finished products. (G. O. 167, W. D., 1905.)

#### INSPECTION OF A GARRISONED POST.

75. Suggested order of inspection of a post:

Show order for inspection to commanding officer. (Par. 19, *ante*.)

Request detail of an orderly and of an officer to witness destruction of property (par. 275, *post*), and of clerk if desired, (Par. 29, *ante*.)

Distribute (through commanding officer) blank forms for return of troops, statistics, etc., to adjutant, quartermaster, commissary, surgeon, signal officer (or artillery engineer), and company commanders.

Send letters to officers named in A. R., 914 (par. 63, *post*), calling upon them for written reports, by name, of any officer under their immediate command who is incapacitated for service.

Request preparation of inventories and inspection reports of unserviceable property.

Attention invited to "Directions" on the blank forms.

When a survey is required. (Pars. 257, 282, 283, *post*.)

Public animals. (Par. 280, *post*.)

Public buildings. (Par. 286, *post*.)

Typewriting machines, quartermaster's property. (Pars. 260, 305, *post*.)

Subsistence supplies. (Par. 307, *post*.)

Surgical instruments, etc. (Pars. 280, 310, *post*.)

Cannon and their carriages, machine and automatic guns with their carriages and mounts and cannon ammunition. (Pars. 260, 325, *post*.)

Electrical and mechanical installations and appliances furnished to the Coast Artillery Corps by the Engineer or Signal department and forming part of the permanent seacoast defenses. (Pars. 260, 315, 342, *post*.)

Telescopes, field glasses, and expensive electrical Signal Corps apparatus. (Pars. 260, 343, *post*.)

Inspect money accounts of disbursing officers. (Par. 186, 142, *post*.)

Commanding officer.

Adjutant. Post and regimental records. (See pars. 97, 98, *post*.)

Guardhouse. Post prison. Barracks and quarters, stables, etc.

Quartermaster's Department: Business methods of quartermaster. (Par. 31, *ante*.) Storehouses, reservation, water supply, cemetery, transportation, electric-light plant, stable and corral, ice plant, sewage and garbage, veterinarian, office, laundry, target range.

Subsistence Department.

Hospital. Dental surgeon. Nurses.

Post exchange: Store, restaurant, reading and recreation rooms, barber shop, laundry, tailor shop, and shoe repair shop. (Par. 10, G. O. 176, W. D., 1909, amended by G. O. 113, W. D., 1910.)

Signal Department: Post and range telephone systems.

Ordnance Department.

Machine-gun detachment.

Companies: Administration, records, etc.

Bakery.

Garden.

Schools, library, chapel, chaplain.

Gymnasium, athletics.

Engineer officer.

Inspect unserviceable property.

Collect reports from officers.

Make any investigations necessary under A. R., 914. (See par. 83, *post.*)

Furnish commanding officer list of irregularities and deficiencies. (Par. 124, *post.*)

*Exercises.*—Ceremonies and drills prescribed in the drill regulations of the various arms, first aid, signaling, a problem, fire drill, call to arms, etc.

*Artillery inspection of Coast Artillery post.*—See D. R. C. A., 621-628.

76. Inspections of troops will be conducted as prescribed in the authorized drill regulations. When the command consists of more than one company the inspection will, if practicable, be preceded by a review. (A. R., 911.)

77. In the case of inspections by a superior commander, or by a staff officer deputed to perform that duty, such officer may prescribe any regulation uniform and equipment according to the special object which he has in view. (U. R., 35.)

78. Subjects which inspections of garrisoned posts should embrace. (A. R., 913.)

79. Special attention should be paid by inspectors to the extent and thoroughness of the instruction of troops, especially for field service. To this end such practical tests as are possible should be made in regard to the subjects prescribed in the various regulations and other authorized books. The efficiency of the mobile troops should be thoroughly tested under the requirements of orders promulgating schemes of instruction. The problems or exercises for these tests should be adapted to the strength of the command, so that officers will, as far as possible, perform the duties which pertain to their rank, and an opportunity be thus afforded to observe their capacity to perform the duties that would devolve upon them in actual field service. These tests should include the preparation of field orders, reports, sketching, etc.



The extent of the instruction of noncommissioned officers and soldiers, especially in scouting, patrolling, etc., should also be observed. At posts where there is sufficient wagon transportation to form a train, and where there are pack animals, practical tests of the instruction of these should be made.

A list of the authorized schools is given in paragraph 877 (*post*), and the value of the training and instruction at these schools, as shown by the work of the graduates, should be observed as opportunities offer. At a number of posts there should be found bakers, cooks, farriers, blacksmiths, and saddlers who have been trained at the Army schools.

Machine-gun platoons, the use of range finders by officers, and their ability to accurately estimate distances are other matters that should be inquired into. And, in general, it is desired that practical tests shall, as far as possible, be made to determine the result of the theoretical and practical instruction prescribed for the Army. These are all matters which affect the efficiency of the command.

80. "The Secretary of War directs that the attention of infantry officers of your command be called to the purpose and importance of this training [use of the bayonet as a fighting weapon and especially to the provisions of paragraphs 75-96, *Manual of Bayonet Exercise*], and that future inspections, by whomever made, include a thorough demonstration of the bayonet efficiency of every company and a full report of deficiencies, if any found." (Circular letter, W. D., A. G. O., Nov. 10, 1911, to Division Commanders; 14661-A, O. I. G.)

81. The Secretary of War directs that the following, which was communicated to department commanders by letter October 29, 1910, be also carried out by the officers of the Inspector General's Department at their regular inspections:

"In these inspections, all mounted officers of infantry regiments and of Staff Corps will be required to show proficiency in riding. In the inspection of mounted troops, there will be an actual trial of all officers and men over jumps of reasonable stiffness, including hurdles, ditches, fences, and other obstacles simulating those which would ordinarily be met going across country. Inspections will include a rigid examination of officers' mounts, and in all cases where private mounts do not come up to the required standard you will take the necessary action to insure stoppage of pay and forage for the same. Officers who are unable to comply with this test and requirement will be reported to The Adjutant General." (Instructions of the Chief of Staff, Dec. 7, 1911; 13505-U, O. I. G.)

82. Inspector will especially inquire into and report by name, affirmatively or negatively as the case may be, whether the field officers of the command are believed to be physically fit to perform all their duties in the field. (G. O. 181, W. D., 1907.) Decided that line and staff are included in this requirement. (Secretary of War, July 25, 1907; 11804-a, O. I. G.) The words "field officers" are held to include all officers below the grade of brigadier general and above the grade of captain. (G. O. 198, W. D., 1907.)

83. Inspector while inspecting a command will call upon post, regimental, battalion, and company commanders and post surgeons for a report by name of any officer under their immediate command who is incapacitated for service either mentally, morally, or physically. When any officer is so reported the inspector will thoroughly investigate the case and submit his conclusions therein to the officer ordering the inspection. (A. R., 914.) The reports of commanders and surgeons will be in writing and signed by the officers making them.

84. Inspector will ascertain the number and percentage of desertions from each organization during the 12 months preceding the inspection, and, if abnormal, special inquiry as to the cause therefor will be made and the result briefly reported. (A. R., 913, sec. 7.)

85. Chaplains will not be required to turn out with troops on occasions of ceremony, but will be inspected at chapels, school-rooms, libraries, or such places as may be designated by commanding officers. (A. R., 46.)


86. Hospital Corps will not be required to attend ceremonies, except when directed by the commanding officer, and will ordinarily be inspected and mustered at the hospital. (A. R., 1436.)

87. Chief baker will be inspected and mustered at the post bakery. (A. R., 339.)

88. One cook of a company and such of the regular attendants of a general mess as the commanding officer may designate will be inspected and mustered in the kitchen or mess hall. Cooks may be excused from ordinary post duties and from target practice, but the attendants may be excused from the ordinary post duties only. (A. R., 333.)

89. Extra and special duty men will attend as many inspections, drills, and other duties as the commanding officer deems practicable, unless specifically excused by higher authority. (A. R., 174.)

90. When practicable, the ambulance fully equipped for service will be presented for inspection with the animals attached. (A. R., 1455.)



91. Inspectors will, at the annual inspection of posts, examine the methods adopted for the care and preservation of the library, condemn and destroy such books as may be unserviceable and worthless, and note action in their reports of the inspections of the posts. (A. R., 347.) See par. 180, *post*.

92. Inspectors should personally investigate complaints, especially those which may require action of the War Department, such as general unfitness of recruits received, inferior quality of supplies, etc.; and irregularities and deficiencies, such as failure of the supply departments to meet conditions, pitting of guns, etc.; and when such matters are of sufficient importance to record them in the inspection report, they will state their own views and conclusions. (Note 3, Form 5, I. G. D.)

93. Inspectors must give heed to all complaints of either officers or enlisted men. If they are well founded and too serious to correct by kindly advice they should be presented to the division commander, with a written statement of the accused accompanying the report, upon the return of the inspector to his station. (Par. 5, Cir. 22, W. D., 1903; A. R., 196, 198, amended by G. O. 87, W. D., 1911.)

*Special instructions to inspectors.*

94. To make test check between retained vouchers of the quartermaster and the clothing accounts of the organization, covering one or more issues since the preceding inspection. (Cir. letter, O. I. G., Dec. 27, 1905; 10558, O. I. G.)

95. To ascertain whether regulations for care and use of fur and blanket-lined canvas overcoats have been complied with. (Cir. letter, O. I. G., Mar. 28, 1906; 10712, O. I. G.) See A. R., 1184, and Q. M. M., 623.

96. To ascertain and report what telephones of post system are installed at places other than those prescribed in G. O. 97, W. D., 1906, amended by G. O. 170, W. D., 1908. (Cir. letter, O. I. G., June 5, 1907; 11697, O. I. G.)

To take especial notice of condition of all telephones and field glasses of the Signal Corps both in use and in storage, with a view to the remedying of such deficiencies or bad conditions as may be developed. (Cir. letter, O. I. G., July 14, 1904; 9513, O. I. G.)

97. To note and report at their regular inspections all failures to comply with either the letter or the spirit of G. O. 194, W. D., 1909; relative to morning and guard reports. (P. 6, G. O. 194, W. D., 1909.)

98. To exercise especial care in making their inspections to see that the instructions of the War Department relative to the points hereinafter mentioned are observed: (1) The avoidance of unnecessary correspondence; (2) the avoidance of reports not prescribed in regulations; (3) a strict compliance with the War Department instructions governing the method of transacting public business. (13505-P, O. I. G.)

99. To make particular inquiry that, in accordance with the provisions of Circular 20, W. D., 1908, interpreting A. R., 235 of 1904, as amended by G. O. 139, W. D., 1907 (A. R., 244 of 1910), battalion and squadron commanders are not eliminated as channels through which correspondence pertaining to the personnel, instruction, discipline, and equipment of their commands should pass. (13505-F, O. I. G.) See par. 577, *post*.

100. In a number of reports of inspections of posts lack of uniformity in equipment or supplies has been reported as a deficiency, although all the articles referred to were in serviceable condition and had been issued by a supply department of the Army. Lack of uniformity is to be regretted, but it is the policy of the War Department to continue in use, so long as they are serviceable, such articles, even though they may have been superseded by similar articles of a different pattern or color, and officers should receive credit instead of criticism for continuing them in use. (Cir. letter, O. I. G., Jan. 31, 1908; 12208, O. I. G.) See G. O. 129, W. D., 1911.

101. *Field Artillery*.—Inspectors will so conduct their inspections of field artillery as to ascertain whether the prescribed scheme of instruction is properly carried out by regimental, battalion, and battery commanders, and by adjutants, and will report all failures to comply with the provisions of the order publishing such scheme. (Secretary of War, June 24, 1910; 14392, O. I. G.) Latest order: G. O. 46, W. D., 1911.

102. Inspectors are enjoined to test field artillery troops and matériel under both normal and unusual conditions. It must be remembered that field artillery will be required to follow the infantry and that its fire may be required in winter, in rain, and at night. (G. O. 46, W. D., 1911, par. 25.)

103. To inquire into the instruction of field artillery battalions as tactical units and to give special attention to this subject in their reports. (Chief of Staff, May 23, 1905.)

104. *Coast Artillery*.—An inspector should require coast artillery troops to show proficiency as infantry to the extent ordered in G. O.

93, W. D., 1905 (G. O. 229, W. D., 1910), and hence should turn them out for inspection other than at the guns, range, towers, etc.

Each coast artillery enlisted man of the grades indicated in section I, paragraph 1, G. O. 23, W. D., 1906, will be provided with the arms and equipments therein prescribed for such enlisted men. They will not be provided with intrenching tools.

The coast artillery enlisted men turned out for inspection will not be provided with either field or surplus kits as such except in immediate preparation for active duty in the field as infantry when specifically designated for such duty by orders from the War Department. In such case they also draw the intrenching tools prescribed in G. O. 23, W. D., 1906. (Secretary of War, June 9, 1906; 10821, O. I. G.)

105. Inspectors are enjoined to test coast artillery troops in the service of coast defense matériel under both normal and emergency conditions. All fire and mine commanders and superior commanding officers present at a post on the occasion of an inspection will be called on by the inspector to conduct personally a battle, fire, or mine command drill. (C. A. M. 11, 1910.)

106. When the annual inspection of a coast artillery post is made during the closed season, and the guns are laid up in heavy slushing oil, it is not contemplated that the guns shall be manned and the time of loading and serving ammunition taken, but the inspection should develop whether or not the guns are properly protected and laid up in slushing oil. (Cir. 88, W. D., 1907.)

107. To see whether the Drill Regulations for Coast Artillery are complied with in inserting primers at drill and attaching the lanyard. (10457, O. I. G.) There is no objection to the use of a wooden wedge behind the tripping lever to render the lanyard safety device operative during drill with the gun in the position from battery. It is a harmless expedient to simulate service conditions and admit of the training of the personnel in the proper pull of the lanyard. (14283-B, O. I. G.)

108. To inspect emplacement books to see that instructions for care and operation of 10-inch Taylor-Raymond chain ammunition hoists are entered where such hoists are installed. (Cir. letter, O. I. G., Dec. 8, 1904; 9781, O. I. G.)

109. Inspectors making inspections of coast artillery posts will include a thorough inspection of all boats assigned to coast artillery service at such posts, and if any lack of care or any uncleanness in connection with such boats is observed, special mention of that fact will be made in the report, including the names of the officers responsible for such a condition. (G. O. 235, W. D., 1909.)

## INSPECTION OF AN ARSENAL OR DEPOT.

110. The inspection of arsenals and depots of the various supply departments is of great importance and should be thoroughly and carefully made and the conclusions be based as far as possible upon the personal observation of the inspector. It is impossible to prescribe, except in a general way, the manner and extent of the inspection. If written questions are submitted for answers of commanding officer they should not be sent until after the inspection has been commenced, as it is desirable that these inspections should be made under normal conditions. All statistical data obtained should be filed and not incorporated in the report unless their use is desired as a basis for remark.

The following subjects are suggested as matters for inquiry and investigation:

(a) *Officers*.—Names of those who are and have been in charge or on duty as assistants during period covered by inspection; capacity and manner in which duties are performed; amount of personal supervision and control exercised by officers over matters under their charge; number of officers sufficient or deficient for the duty; any disqualified for any reason for service. (See pars. 82, 83, *ante*.)

(b) *Civilian employees*.—List of, with duties and compensation.

Determine by observation as far as possible if they are efficient and competent; that they actually perform the duties for which employed, reported, and paid. The actual presence of all employees should be verified. In the absence of retained receipt rolls, Form 1, Quartermaster's Department, may be used for this purpose; a comparison of this form with the time books in actual use is desirable.

Any change in number of such employees during period covered by inspection. Can any reduction in number be made without impairment to the service?

(c) *Enlisted men*.—If any enlisted men are on duty at the establishment, inquire as to their number, efficiency, and discipline; the state of their arms and equipments; sufficiency, uniformity, and fit of their clothing; their messing and medical attendance; the condition of their barracks and the facilities for bathing; whether the work performed by them is such as properly pertains to their position in the military service, and the necessity and economy for their being on such duty; whether the post exchange (at arsenal) is properly conducted.

Ordnance detachments should be inspected in ranks. Their arms and equipments are the same as prescribed for infantry. (See Sec. I, par. 1, G. O. 23, W. D., 1906.)

(d) *Buildings and grounds.*—Location and extent of grounds; number and capacity of buildings occupied and used and sufficiency of same; owned by the United States or rented; if rented, what is the rate and is it reasonable; are buildings suitable and properly ventilated; any improvement of grounds or repairs to buildings since last inspection; any new construction; if so, a list of buildings, material, purpose, and cost should be obtained for incorporation in report; any improvements or repairs recommended.

What protection against fire; what means taken to prevent theft; are these precautions satisfactory: if practicable, test fire system by unexpected fire alarm; any losses from fire or theft since last inspection.

Water supply: Service; cost. System of sewerage and drainage.

All buildings owned by the United States should be numbered. The grounds occupied should be gone over by the inspector to see that no unauthorized buildings have been erected; all buildings should be inspected and all rooms entered to observe the condition, arrangement, and use, and that the buildings are used solely for the purpose intended.

General appearance of the grounds in respect to cleanliness and good order.

To see that stores are systematically arranged, properly piled and stored, and that the rooms are neat, clean, and properly ventilated; to inquire into the system of lighting and whether any uncovered lights are used; whether the storerooms are infested with rats or other vermin; if so, means taken to destroy them.

(e) *Business.*—Purpose and function of depot or arsenal.

Articles manufactured: List of principal ones.

Articles repaired: List of principal ones.

Articles purchased: List of principal ones.

Total disbursements during the period covered by inspection; same during previous corresponding period.

Total expenditures for following purposes during period covered by inspection and for corresponding previous period: Rents; transportation; labor; purchases; repairs; new construction; miscellaneous.

Any unauthorized funds. (A. R., 323.)

Are all issues made in bulk.

For what period and for what number of troops are supplies kept on hand.

Any sales; if so, to what class of persons, and amount realized from such during period.

Any articles on hand in excess of needs.

Deficient supply of any articles.

Any articles on hand of unsatisfactory quality.

Value of the property condemned during the period covered by the inspection. Amount realized from sale of same.

Any sales of waste and accumulations under A. R., 690. (See pars. 1198, 1199, *post*.)

What is the system of filling requisitions. Is it satisfactory. Is there any delay in filling requisitions.


(f) *Means of transportation*.—Obtain a list of all kinds, showing purposes for which used. Necessity for. Condition.

(g) *Purchases*.—Are the regulations (A. R., 524 to 574, inclusive) strictly complied with, especially paragraph 549, that proposals will be opened and read aloud at the time and place appointed for the opening, and each proposal will then and there be numbered and entered on an abstract. The failure to comply with any requirements of this paragraph opens the door to irregularities and frauds in the award. The inspector should personally examine the methods of inspection of supplies delivered under contracts and assure himself that they are made by competent, honest inspectors; that the methods actually used are sufficient and that the supplies received are in all respects fully up to the requirements of the contract. In many cases standard samples are on hand which can be used in comparisons. Where weights, widths, lengths, color, etc., are stipulated, they should all be verified.

Examine the methods of receiving, handling, storing, and shipping property, to determine if properly and economically done.

Carefully examine whether the purchase and distribution of supplies are made to the best interest of the Government. (Instructions, Secretary of War, Apr. 6, 1911; 15008, O. I. G.; Cir. 5, Q. M. G. O., 1911.)

(h) *Manufactures*.—If any articles are manufactured, to inquire into the supply of the raw materials: Are they purchased as required by law; is the method of inspection used such as to insure the delivery of materials in the quantities and of the qualities contracted and paid for. Is the plant arranged so as to permit of the most economical handling of the articles in process of manufacture; for instance, do such articles travel in the same direction from process to process. Is there any system of cost keeping to determine the cost of the manufacture of each or of any of the articles made. Is the system satisfactory. How does the actual cost of some of the principal items compare with the published cost at which the articles are to be charged to officers and soldiers in case of sale or loss.





### 30 REPORTS OF INSPECTIONS, IRREGULARITIES, ETC.

The inspector should note whether unauthorized articles, especially any intended for private use, are being made, and whether or not work of this kind is ever done. If so, the authority for same and the manner of reimbursement of the United States.

#### REPORTS OF INSPECTIONS, STATEMENTS OF IRREGULARITIES AND DEFICIENCIES, AND REMEDIAL ACTION REPORTS.

111. The written reports of inspectors general and acting inspectors general will set forth a correct return of the troops, the number present at and absent from the station, and the absentees from inspection, and whether irregularities, etc., reported at last inspection have been remedied; after which will follow a statement of the results of the inspection, dealing only with defects, deficiencies, irregularities, recommendations, and commendations whereof the various items will be paragraphed and stated separately. These items will be grouped under the department within whose sphere the responsibility for the conditions stated falls, viz: Commanding officer, Quartermaster's Department, Corps of Engineers, etc. Brief statement will be made of the various drills and exercises held for the inspector and the report concluded with an exposition of the conclusions arrived at as to the military efficiency, discipline, and instruction of the command. (A. R., 912.)

NOTE.—For approved "Form for report of an inspection of a garrisoned post," with "Directions," and "Form for statement of irregularities and deficiencies," see appendix.

112. The object of the inspection of a post is, first, to ascertain the military efficiency of the command; and, second, to determine whether or not the laws and regulations are complied with by the executive and administrative departments of the post.

The efficiency depends upon supply and instruction, and weakness in these respects indicates deficiencies and irregularities. Failure to comply with orders and regulations indicates irregularity. It comes within the scope of the duty of an inspector to ascertain the practical working of orders and regulations. If, in his opinion, certain orders or regulations do not work well, or fit the case for which they were intended, it is entirely within his province to state his opinion and make recommendation in reference thereto. Compliance with orders and regulations, or existing law, should in no case be reported as an irregularity or a deficiency for which any responsibility can attach to local authority. If the inspector desires to make any remarks in such reference, they should be in the form of a recommendation or as a conclusion. The statement of irregularities

and deficiencies should not contain the personal opinion of the inspector as to the wisdom of a law or regulation. If he desires to bring any such subject before higher authority, it should be done in a separate paper, in which he should state his conclusions and recommendations.

The inspection of a post refers to a particular duty—a particular locality; and a report of such inspection should be confined to facts, conclusions, and recommendations with respect to that post only. General questions involving betterment, etc., in the service should be made the subject of separate report to the commander upon whose staff the inspector is serving, with a view to forwarding for consideration of the War Department, if appealing to the commander as possessing merit, etc. Including all sorts of subjects in the report of an inspection of a post defeats the object of the inspection, confuses the issue, and is apt to militate against prompt action of higher authority. (12291, O. I. G.)

118. Reports of inspections of troops will contain a statement of the names of the various drills, from the setting-up exercises to the evolutions of the highest organization examined by the inspector. A similar statement will recite the tests of the classes in signaling and the Hospital Corps in litter-bearer drill and first aid to the wounded.

114. When public buildings are criticised, etc., in an inspection report, the designation and number (see A. R., 1035), should be given, as Barracks Nos. 5, 6; Officers' Quarters Nos. 7, 8; Granary No. 9, etc. (Cir. letters, O. I. G., Jan. 26, 1894, and Oct. 17, 1910; 52-A, 2, and 13505-M, O. I. G.)

115. It is desired that inspectors mention in their reports, by name, officers who are deserving of commendation for the superior condition of their commands. (Cir. letter, O. I. G., Sept. 11, 1905; 10334-A, 1, O. I. G.)

116. When an irregularity or a deficiency, based on a regulation or an order, is reported, the specific regulation or order will be cited in the report of the inspection and in the statement of irregularities and deficiencies furnished the commanding officer. (12519, O. I. G.)

117. In the inspection of a recruiting station, the inquiries and examinations by the inspector should be complete and searching; but so far as the conditions are found to be satisfactory a single general statement to that effect will suffice for the report. The statement of the results of the inspection should deal only with defects, deficiencies, irregularities, recommendations, and commendations. (A. R., 912.) So far as practicable the conclusions of the inspector

## 32    **REPORTS OF INSPECTIONS, IRREGULARITIES, ETC.**

should be based on his own observation rather than on the recruiting officer's replies to questions. To set forth statistics, descriptions, and other information, which are already of record in The Adjutant General's Office, is superfluous. (Cir. letter, O. I. G., Mar. 15, 1907; 10401, O. I. G.) See par. 1406, *post*.

118. Reports of prescribed inspections of troops, stations, and accounts of disbursing officers under the authority of division commanders will be forwarded, through military channels, to The Adjutant General of the Army and transmitted to the Inspector General of the Army. In case irregularities, deficiencies, or misconduct are reported, a commander in forwarding a report will state what remedies he has applied or will apply to correct them, adding any recommendations that he may desire to make. All other reports of inspections will be forwarded directly to the Inspector General of the Army, except when otherwise specially directed, and all inspection reports not confidential will be filed in his office. The Inspector General will submit to the Chief of Staff all reports that contain matters requiring correction. (A. R., 909; 10455-A, O. I. G.) See par. 119, *post*.

119. The provisions of A. R., 902, 1904, as amended by G. O. 88, War Department, 1908 (continued as A. R., 909, 1910), contemplate that reports of inspections of arsenals, depots, general hospitals, recruiting stations, national cemeteries, money accounts of disbursing officers, etc., not under supervision of division commanders, shall be addressed and forwarded directly to the Inspector General of the Army. (Cir. letter, O. I. G., July 10, 1908; 12262-A, O. I. G.)

120. As ungarrisoned posts are under the division commander for inspection (A. R., 905) they are not among the inspections provided for in A. R., 910, and the reports of their inspection should be addressed to the adjutant general of the division. (12262-B, O. I. G.)

121. Copies or extracts from an inspection report reflecting upon or commending the character or efficiency of an officer may be furnished him by the commander to whom the report is submitted. (A. R., 900.)

122. The Inspector General of the Army will forward to the Secretary of War extracts of all inspection reports containing specially favorable or unfavorable mention of any officer. Extracts respecting officers of the line and chaplains will be sent through The Adjutant General of the Army, and those respecting officers of the staff corps or departments through the respective chiefs of

bureaus. Copies of unfavorable reports will be sent by chiefs of bureaus to officers reported upon, for their remarks, and these, when received, will be filed with the original extracts. (A. R., 848.)

123. The furnishing by inspectors of commendatory extracts from their inspection reports has not the sanction of custom or regulations. It is reserved for the commander to whom the report is submitted (or for higher authority) to determine whether such commendatory extracts shall be furnished. (9799-C, O. I. G.)

124. On completion of an inspection of a post or other command of troops, the inspector general or acting inspector general will furnish its commanding officer a written statement of all irregularities and deficiencies observed, which will be kept on file for the information of commanding officers and inspectors. The commanding officer will, as soon as practicable, submit to the next higher commander a copy of this statement, with a report showing what remedies he has applied or will apply to correct each of the irregularities or defects found, and will recommend the proper action with regard to those that he has not power or authority to remedy. These reports and statements will be promptly forwarded through military channels to The Adjutant General of the Army, by whom they will be transmitted to the Inspector General. At arsenals, depots, and stations not under the supervision of division or department commanders, inspectors will furnish like statements, and commanding officers will forward copies thereof with their reports to The Adjutant General for file with the inspection reports to which they pertain (A. R., 915.)

125. When an inspector furnishes the commanding officer of a post, arsenal, recruiting station, etc., or a transport quartermaster, with a list of irregularities, defects, or deficiencies, under A. R., 915, his report of inspection will conclude with a statement to the effect that such list has been furnished.

126. Trivial matters verbally called to attention of officers concerned and corrected on the spot should not be included either in the report or list of irregularities, but all defects, deficiencies, and irregularities of sufficient importance to be recorded in the report should also be included in the list furnished the commanding officer under A. R., 915.

127. Recommendations of inspectors on matters where initiative remedial action is within the province of the commanding officer (as, for example, "It is recommended that a crematory be constructed at this post for burning garbage") should be included in the list of defects, etc., furnished the commanding officer, as

well as in the report. (Directions 9, Form for Report of an Inspection of a Garrisoned Post.)

128. The report of remedial action required by A. R., 908, 1904 (A. R. 915, 1910), will be over the commanding officer's own signature, and the action taken or recommended will be given separately for each item (numbered paragraph) on the list of irregularities and deficiencies. The commanding officer may, if necessary, obtain his information from responsible subordinates, but their reports should be filed in his office. (Cir. 14, W. D., 1906.)

129. Reports of remedial action under A. R., 908, 1904 (A. R. 915, 1910), from the commanding officers of coast artillery posts will be forwarded through the artillery district commanders. (Chief of Staff, Mar. 8, 1906; 10665, O. I. G.)

130. In order that it may be definitely known at the office of the Inspector General of the Army whether reports of inspections, investigations, etc., which have been acted upon by the War Department and returned to the division commander to note, etc., have been seen by the division inspector general, the latter will place his initials and the date below the last indorsement on such reports seen by him, unless he has occasion to use a formal indorsement. (13188, O. I. G.)

#### INSPECTION OF MONEY ACCOUNTS.

131. It shall be the duty of the Secretary of War to cause frequent inquiries to be made as to the necessity, economy, and propriety of all disbursements made by disbursing officers of the Army, and as to their strict conformity to the law appropriating the money; also to ascertain whether the disbursing officers of the Army comply with the law in keeping their accounts and making their deposits; such inquiries to be made by officers of the Inspection Department of the Army, or others detailed for that purpose: *Provided*, That no officer so detailed shall be in any way connected with the department or corps making the disbursement. Reports of such inspections shall be made out and forwarded to Congress with the annual report of the Secretary of War. (Act of Apr. 20, 1874; 18 Stat. L., 33.)

132. The concrete question is whether the act of April 20, 1874, applies to this commercial business (over the Alaskan cables and telegraph lines); and the answer seems to be that generally it does, but in some cases it does not. As the opinion of the Judge Advocate General shows that in all cases it is within the competence of the Secretary of War to order the inspection of all these accounts, and as no purpose would be subserved even if it were practicable to

distinguish between those transactions involving line receipts and those not, it is advised that all the accounts pertaining to the commercial business over the Alaskan cables and telegraph lines be subjected to the inspection of the officers on the Inspector General's Department. (Memo. of the Chief of Staff, approved by the Secretary of War, Jan. 30, 1909; 12809, O. I. G.)

133. The accounts for disbursement of the funds pertaining to the International Commission of the Congresses of Navigation, the California Débris Commission, and the Board of Road Commissioners for Alaska, so far as these funds of this board are appropriated by Congress and disbursed by officers of the Army, fall within the provision of the act of April 20, 1874, and should be inspected by the Inspector General's Department, as contemplated by that act. (Memo. of the Chief of Staff, approved by the Secretary of War, June 30, 1908; 12468, O. I. G.)

134. Inspection of disbursements and money accounts of disbursing officers required by act of April 20, 1874, will be made by officers of the Inspector General's Department or by others detailed for that purpose, and, as far as practicable, at irregular intervals, but no officer so detailed shall be in any way connected with the corps or staff department making the disbursement. The frequency of these inspections will be regulated by the Secretary of War. (A. R., 908.)

135. The Inspector General of the Army will keep the inspectors general of the several military divisions informed, through the proper channels, of such inspections of accounts of disbursing officers and of places not under the immediate command of the division commander as the Secretary of War desires shall be made by them. Division commanders in issuing orders for inspections involving travel will consider the most advantageous and economical plan. (A. R., 910.)

136. Inspectors will inquire as to the necessity, economy, and propriety of all disbursements, their strict conformity to the law appropriating the money, and whether the disbursing officers comply with the law in keeping their accounts and making their deposits. (A. R., 916.)

137. Inspectors should investigate all infractions of the rules and regulations for conducting the business, keeping the records, and drawing checks; all disbursements, the necessity, economy, propriety, or legality of which are not clearly shown; or any irregularity whatever that may be developed by his "inquiry," and will note the result under the head of "Remarks" on the inspection report. (Note on Form 3, I. G. D.)

138. In inspecting paymasters' accounts inspectors will examine vouchers to see if they are properly filled out and briefed, that check books are kept in strict compliance with paragraph 75, Manual Pay Department, 1910, and that cashbooks are correctly kept, credits and debits for each day being properly posted. (9123, O. I. G.)

139. Inspectors should ascertain the number of check books in the possession of disbursing officers at time of inspection and should open and examine safes not in use to see if they contain any checks, check books, or money. (13210, O. I. G.)

140. Inspectors should ascertain whether A. R., 571 (see par. 665, *post*) has been complied with.

141. On the arrival of inspectors at posts the money accountability of all disbursing officers, such as quartermasters, commissaries, and post treasurers, should be inspected first. If cash is carried its verification should precede the inspection. (Par. 6, Cir. 22, W. D., 1903.)

#### *Method of inspection.*

142. The following are the general instructions for making inspections of money accounts:

(a) The inspector will obtain from the inspector general of the division or department the lists of the disbursing officer's outstanding checks at date of last inspection and the balance of funds for which he was accountable at that date, showing the amount in each depository and the cash on hand; also the form No. 28, I. G. D., used by the last inspector.

(b) He will require from the disbursing officer a statement of his money accounts since date of last inspection and the distribution of his funds at date of present inspection on "Form 3," I. G. D., with a list of his outstanding checks on "Form 3a," I. G. D. (a separate list for each depository) to include the last check embraced in the current inspection. The statement of his money accounts and each list of checks outstanding must be signed by the disbursing officer.

(c) The distribution of funds at date of inspection will be verified as follows:

The cash reported on hand will be counted. This should be done at the beginning of the inspection. (See par. 141, *ante*.)

The number of the last check drawn included in the current inspection will be verified from the proper check book.

Amounts claimed as on deposit in the several depositories will be verified as to date and amount from their statements made to the disbursing officer.

For amounts claimed as deposited since last statement, the disbursing officer should have receipts from the depositary notifying him of the credit.

Credit can not be claimed for funds in transit except for cash or checks en route from the disbursing officer to the depositary for his credit.

The list of checks now outstanding should be compared with the previous list, and all checks borne on that list as still outstanding may be checked as correct, and all checks not so marked should then be verified by their stubs as to date, number, and amount. The list of outstanding checks, after having been footed and amount compared with that entered on the statement, will be forwarded immediately to the depositary as required by the instructions printed on the form.

(d) Check stubs should be compared with the depositary statements of paid checks. All checks drawn must be accounted for as either paid, outstanding, or canceled. Blank checks transferred to another officer must be accounted for by his receipt.

(e) An examination should be made of the paid vouchers that have not been forwarded to the chief of bureau and comparison made with the check stubs and with the entries in the cash book to see that they agree. Nothing in these instructions shall be construed as limiting the inspector's scrutiny of all disbursements, inquiring into the propriety of the expenditures, and verifying the correctness of the transactions.

(f) Checks for currency should be represented by cash vouchers. The excess of all cash received from checks or otherwise over the amount expended per vouchers, transferred to other officers or deposited to the credit of the Treasurer of the United States should be accounted for as replaced in a depositary or as cash on hand.

(g) The check stubs should be examined to ascertain if they are properly filled and required notations made.

(h) The cashbook must show all receipts from whatever source and that the disbursements, as well as the receipts, are entered in chronological order and under the proper appropriations. (R. S., 3643.)

(i) The total of the amounts disbursed, transferred, deposited to the credit of the Treasurer of the United States, and such other items as may be admitted as expenditures, for the period covered by the inspection, deducted from the total of receipts from all sources as shown by the cash book and the balance on hand at last inspection, will show the amount for which the officer is now accountable, and



it should agree with the amount shown to be on hand by the statement of the distribution of funds.

(j) To the total amount of checks paid as shown by the bank statements received since last inspection, add the amount of checks reported as now outstanding, and from their sum deduct the amount of checks reported as outstanding at last inspection, and the remainder will be the total amount of checks drawn since last inspection.

(k) When the list of checks outstanding is received back from the depository it will be verified as follows:

The officer's balance, as reported by the depository, should equal the sum of the balance reported by the officer (Form 3), plus the amount of checks not marked "Paid," plus any credits reported by the depository not claimed on the officer's statement, minus any checks paid not listed.

(l) In the Statement of the Money Accountability, on Form 3, I. G. D., errors frequently arise from misunderstanding of what is meant by the expression "Cash from checks issued" and its counterpart, "Checks issued for cash." The latter expression includes all checks drawn by the disbursing officer in favor of himself under A. R., 610, and the amounts of all such checks must be embraced in the entries in the lower half of the statement, under the depository or depositories on which drawn. "Cash from checks issued" is the total of all checks drawn by the disbursing officer in favor of himself under A. R., 610, during the period covered by the inspection, and this total should be entered in the debit or upper half of the Statement of Money Accountability in the "Cash" column on the line of "Cash from checks issued." This last-mentioned total should equal the sum of the amounts entered on the credit or lower half of the statement under the depository headings on the line of "Checks issued for cash."

(m) When cash is deposited to the credit of the Treasurer of the United States, it should appear in the "Cash" column on the line "Deposited to credit of Treasurer U. S.," on Form 3, and not on the line "Cash deposited."

(n) At each inspection of money accounts the inspecting officer should note in each check book, on the back of the stub of the last check issued, the number of the last check included in the inspection, the balance on deposit in that depository subject to check, and the total amount of checks outstanding on that depository; also the amount of cash on hand, if any.

(o) In case of officers of the Quartermaster's, Subsistence, and Pay Departments note that the date of bond reported shows that it has

been approved within four years and since date of present commission. (See par. 204, *post.*)

(p) Conventional signs used by inspectors on the stubs of checks:

O means outstanding (at date of inspection).

✓ means paid (as reported by depository).

× means canceled check (verified).

— means saw voucher.

It is desirable that inspectors have a uniform method of marking stubs. Colored pencils (blue or green) will distinguish the inspector's marks from those of the disbursing officer.

#### *Checks.*

143. A disbursing officer may draw his check in favor of himself (1) to make payments of amounts not exceeding \$20; (2) to make payments at a distance from a depository; or (8) to make payments of fixed salaries due at a certain period. In the first and last named cases the check will be drawn not more than two days before the payments become due. In all other cases the checks will be drawn only in favor of the persons, firms, or corporations, by name, to whom the payments are to be made. (A. R., 610; 15 Comp. Dec., 604.)

144. A disbursing officer is not authorized to draw a single check in favor of superintendent for payment of salaries to other employees, nor to draw it to his own order indorsed to his chief clerk for such payments. (Cir. 26, W. D., 1906.)

145. On the face of each check that he draws a disbursing officer will state his address, the object of the expenditure, the number or other necessary description of the voucher, and, in case of payment to an officer, enlisted man, or civilian employee, the period for which the payment is made. (A. R., 611.)

146. Disbursing officers shall identify their official checks with the vouchers upon which they are issued in payment by noting on each check the number or other necessary description of the voucher. (Treasury Dept. Cir. No. 52, 1907, par. 4.)

147. Officers serving in and disbursing funds pertaining to more than one staff department, and officers assigned to duty in any of the staff departments, will, in issuing checks, confine the designation of their official capacity to their rank and the particular staff department on account of which the checks are drawn. (A. R., 612.)

148. Checks for deposit of army paymasters' collections and soldiers' deposits will be dated on the last day of the month in

which the collections are made or deposits received or when an account is closed. If the paymaster is unable to deposit checks on that date he will do so at the earliest practicable date. (M. P. D., 77.)

149. Should any officer make an erasure or alteration of any of his checks, however slight, he will certify to the correctness of such erasure or alteration on the upper margin of such check. (A. R., 620.)

150. The signing of a check for public money in blank is prohibited. (A. R., 648.)

151. Rubber stamps or the typewriter will not be used to insert the date, payee's name, or the amount of the check issued in payment of a public creditor, and all United States disbursing officers are instructed to use pen and ink for this purpose. (A. R., 611; G. O. 12 and 22, A. G. O., 1900.)

152. Mutilated or spoiled official checks upon the United States Treasurer or assistant treasurer will be forwarded promptly to the office to which they pertain, but mutilated or spoiled checks upon a national bank depository will be forwarded promptly, for preservation and future reference, to the chief of bureau by whom issued, who will acknowledge the receipt of such checks. In either case a record of the dates of both cancellation and transmission will be entered on the stub. (A. R., 621.)

153. The data on the check stub will be the same as on the check to which it relates. (A. R., 611, 1340.) If check stubs are accompanied by information as to name of depository and name and address of disbursing officer it is not necessary to repeat these names and address on each stub. (Secretary of War, July 23, 1910; 5795-CP, O. I. G.)

On comparison of the depository statements with the stub books, the stubs of paymasters' paid checks will be marked with the date of the depository statement upon which payment is reported. (M. P. D., 75, sec. 5.)

154. In making payments only official checks will be used. (A. R., 619.)

155. Checks outstanding for a longer period than three full fiscal years must be reported to the Secretary of the Treasury by the disbursing officer upon receipt of the statement of his disbursing account for the month of June of each year from the office or bank in which his funds are kept. (A. R., 616.)

156. Checks outstanding for a longer period than three full fiscal years, procedure necessary for payment. (A. R., 618; R. S., 308.)

157. Procedure when an original check is lost, stolen, or destroyed. (R. S., 3646, 3647, amended by act Feb. 23, 1909, 35 Stat. L., 643; G. O. 56, W. D., 1909; A. R., 613.)

*Check books and unused checks.*

158. Official check books are issued by the Treasurer and assistant treasurers of the United States direct to disbursing officers who have public money on deposit with them. Those on national bank depositaries are furnished by chiefs of bureaus. Rules for issue, transfer, etc., accompany each book. (A. R., 619, 620.)

159. Check books will be kept under lock and key when not in use, and the serial numbers of the unused checks will be frequently examined to see that no check in the series is missing. (G. O. 110, A. G. O., 1901; M. S. D., 104; M. P. D., 74; S. C. M., No. 7, par. 247.) See par. 139, *ante*.

160. An officer who for the convenience of any disbursing officer detaches any blank checks and stubs from the check book on the Treasurer or any assistant treasurer in his possession will take the receipt of such disbursing officer in duplicate for such checks by serial numbers and transmit one copy of the same in the manner directed in paragraph 2, G. O. 110, A. G. O., 1901. (G. O. 110, A. G. O., 1901, par. 3.)

161. Under no circumstances will unused check books or blank checks taken from check books on the Treasurer or an assistant treasurer be kept for an unreasonable time in the possession of any disbursing officer of the War Department. (G. O. 110, A. G. O., 1901.)

162. An officer relieved from duty as a disbursing officer and having a check book on the Treasurer or an assistant treasurer in his possession will cut from the book the stubs used by him (to be filed with his retained papers), and will transfer the unused checks and stubs to his successor, taking a receipt therefor in duplicate, which shall describe the unused checks by their serial numbers, one copy of which will be transmitted by the officer relieved to the Treasurer or to the assistant treasurer by whom the check book was originally issued. Before transferring any check book the transferring officer will first examine the unused checks to see that there is no break in the serial numbers showing that checks are missing. (G. O. 110, A. G. O., 1901.) (See Treasury Department instructions of Mar. 18, 1910, pasted on inside of cover of each check book.)

163. Check books of paymasters will be kept in condition for inspection by an inspector general, chief paymaster, or other authorized inspector at any moment. (M. P. D., 75.)

*Certificates of deposit.*

164. Regulations governing. (A. R., 622-627; Cir. 9, W. D., 1906.)

*Proceeds of sales.*

165. Regulations governing. (A. R., 628-630, 1111, 1542, 1543.)

166. That from the proceeds of sales of old material, condemned stores, supplies, or other public property of any kind, before being deposited into the Treasury, either as miscellaneous receipts on account of "proceeds of Government property" or to the credit of the appropriations to which such proceeds are by law authorized to be made, there may be paid the expenses of such sales, as approved by the accounting officers of the Treasury, so as to require only the net proceeds of such sales to be deposited into the Treasury, either as miscellaneous receipts or to the credit of such appropriations, as the case may be. (Act June 8, 1896, 29 Stat. L., 268; Cir. 27, W. D., 1906.)

167. The act of June 8, 1896 [see preceding paragraph], authorizing the payment of expenses, "as approved by the accounting officers of the Treasury," incurred in the sale of old material, etc., from the gross proceeds thereof, and the payment into the Treasury of the net proceeds only, does not require that such expenses shall be so approved before payment, but simply that an itemized account thereof shall be rendered to the accounting officers for settlement as any other item of expenditure of Government funds. (III-Comp., 149.)

168. Decision of the Comptroller of the Treasury in regard to disbursing officers depositing proceeds of sales with a Government depositary to their official credit, pending payment of expenses of sales; retention beyond 30 days of so much thereof as may be necessary for payment of expenses of sales, etc. (Cir. 27, W. D., 1906.)

169. When a disbursing officer of the Army receives any moneys of the United States as the proceeds of sales, as miscellaneous receipts, or funds of like character, not available for disbursement, he will deposit, without delay, such funds to his official credit with an authorized depositary. At the close of the month in which such funds are received the total will be made the subject of one check issued by him in favor of the Treasurer of the United States. (A. R., 626.)

170. Congress is vested by the Constitution with the exclusive power of disposition of the personal as well as the real property of the United States; and by section 3618, Revised Statutes, Congress has

provided generally that the proceeds of sales of personal property of the United States shall be paid into the Treasury as "miscellaneous receipts." *Held* therefore that the various funds received at military posts, on military reservations, or otherwise, as compensation for public property occupied, sold, or allowed to be used or appropriated, or for labor furnished, or privileges, or facilities conceded, etc., \* \* \* were public money of the United States, to be accounted for to the Treasury, and could not be legally retained as a so-called "slush fund," or disbursed for the use or benefit of the post or command. \* \* \* The proceeds of all public property of any material value, including all moneys exacted or received from civilians, are to be turned into the Treasury; and otherwise to dispose of them is embezzlement. (D. J. A. G., 2083.)

171. Hereafter all moneys arising from disposition of serviceable quartermaster's supplies or stores, authorized by law and regulations, shall remain available throughout the fiscal year following that in which the disposition was effected, for the purposes of that appropriation from which such supplies were authorized to be supplied at the time of the disposition. (Act Mar. 23, 1910; G. O. 54, W. D., 1910, p. 23.)

172. Of surplus ice, surplus electric light and power, and proceeds from laundry work done for other branches of the Government. (Army appropriation act, Mar. 2, 1905; G. O. 40, W. D., 1905, p. 14; and subsequent annual Army appropriation acts.)

173. Old typewriting machines exchanged for new ones. (Cir. 1, W. D., 1906.)

174. Of manure sold at posts. (See par 949, *post*.)

175. Of subsistence supplies are immediately available for the purchase of fresh supplies. (A. R., 628; M. S. D., 223.)

176. Fiscal year to which funds pertain which are received for subsistence supplies when payment is made in a later fiscal year than the one in which the stores were delivered. (Dec. Comp. June 19, 1906; Cir. 37, W. D., 1906.)

177. Hereafter all moneys arising from dispositions of serviceable medical and hospital supplies authorized by law and regulation shall constitute one fund on the books of the Treasury Department, which shall be available to replace medical and hospital supplies throughout the fiscal year in which the dispositions were effected and throughout the following fiscal year. (Act June 12, 1906, 34 Stat. L., 256; G. O. 115, W. D., 1906, p. 25.)

178. Of useless ordnance material. (Act Mar. 3, 1875; Sup. R. S., vol. 1, p. 74.) Of serviceable ordnance and ordnance stores. (Act Apr. 23, 1904, 33 Stat. L., 276; G. O. 76, W. D., 1904, p. 29.)

179. The transfer of public property other than subsistence supplies is not regarded as a sale. Vouchers for property so transferred will be sent through the chief of the bureau concerned to the proper accounting officer of the Treasury Department for settlement, as prescribed in A. R., 682. If credit is received therefor the money may be used to replace the property transferred. (A. R., 630.)

180. Books for a post library purchased out of post-exchange funds or donated to the library are not "public property" within the meaning of section 3618, Revised Statutes. Proceeds from a sale of them may, therefore, legally be expended in the purchase of new books. (D. J. A. G., 2283.)

*Appropriations.*

181. Regulations governing fiscal years and accounts current. (A. R., 631-641.) Also see pars. 214-220, *post*.

182. The Chief of Ordnance, in conducting manufacturing or similar operations under any particular appropriation heretofore or hereafter made, is authorized to use material procured under any appropriation and to replace the same in kind or otherwise: *Provided*, That in doing so the methods shall be such that each appropriation will be charged with the full value of the material used in carrying out its object. (Act Mar. 4, 1911; G. O. 45, W. D., 1911, p. 59; Ordnance Orders 6, 1911.)

183. Hereafter whenever pressing obligations are required to be paid by a disbursing officer of the Quartermaster's Department and there is an insufficient balance to his official credit under the proper appropriation or appropriations for the purpose, he is authorized to make payment from the total available balance to his official credit, provided sufficient funds under the proper appropriation or appropriations have been apportioned by the Quartermaster General for the expenditure. When such disbursements are made the accounts of the disbursing officer shall show the charging of the proper appropriations, the balances under which will be adjusted by the disbursing officer on receipt of funds or by the accounting officers of the Treasury. (Act Mar. 3, 1909, 35 Stat. L., 747; G. O. 49, W. D., 1909, p. 25.) The above provision applies to any funds in the hands of such disbursing officer and is not limited to funds of the fiscal year in which the obligations are incurred. (Cir. 55, W. D., 1910.)

(For similar provisions of law for the Ordnance Department, see act Mar. 3, 1909, 35 Stat. L., 750; G. O. 49, W. D., 1909, p. 30; and for Engineer Department see act Mar. 3, 1911; G. O. 45, W. D., 1911, p. 32.)

*Money vouchers.*

184. Preparation of, etc. (A. R. 642-665.)

185. The practice of requiring public creditors to receipt for moneys in advance of actual payment will be discontinued after September 30, 1907. No payments made after said date shall be evidenced by a receipt, except where receipts are required either by law or contract, unless such payments are made in cash, that is, currency. (Treasury Dept. Cir. No. 52, 1907, par. 1.)

The giving or taking of a receipt for public money in blank or in advance of actual payment is prohibited. (A. R., 648.)

186. After September 30, 1907, no receipt for moneys paid by disbursing officers' checks shall be required or taken by disbursing officers except where receipts are required either by law or contract. Disbursing officers will note on vouchers for check payments the date, number, name of payee, and amount of the check and the name of the depository on whom drawn. (Treasury Dept. Cir. No. 52, 1907, par. 2.)

187. A voucher for a payment made or an invoice for money transferred will have noted thereon the number, date, and amount of checks given and the depository on which drawn. If payment or transfer is made with currency, wholly or in part, the facts will be stated and a receipt given for the currency. (A. R., 651.) See A. R., 649.

188. All vouchers for payment by disbursing officers, except those required by law to be verified by affidavit, and the expense accounts of the civilian officers, employees, and agents of the Government, which shall be verified by affidavit as heretofore, shall be certified by the claimant as correct and just, except that vouchers for personal compensation for services rendered under the personal supervision of some administrative officer and so certified by him need not be certified by the claimant, provided the voucher describes specifically the position, the rate of compensation, and the period covered. (Treasury Dept. Cir. No. 52, 1907, par. 3.)

189. Disbursing officers shall make cash payments only in cases authorized by Treasury Department Circular No. 102, dated December 7, 1906, and then in only those cases where the payment is made by the disbursing officer in person, or by his deputy, and the exchange of money and the receipt therefor is simultaneous. (Treasury Dept. Cir. No. 52, 1907, par. 5.)

NOTE.—For Treasury Circular No. 102 see paragraph 228 (*post*).

190. When payments are made in cash, that is, currency, they must be evidenced by a statement of such fact in the receipt and in



substantially the following form (except upon pay rolls which shall embody instructions calculated to insure the receipt thereof only under the conditions laid down in the form given in this paragraph):

"Received from \_\_\_\_\_ in person, or by his deputy, and in cash, the sum of \_\_\_\_\_ dollars and \_\_\_\_\_ cents, in full payment of voucher No. \_\_\_\_\_, account \_\_\_\_\_." (Treasury Dept. Cir. No. 52, 1907, par. 6.)

191. The form of the signature to the certificate, and to the receipt when required, and the name of the person or business firm as entered at the head of an account must be literally alike. When a signature is not written by the hand of the party it must be witnessed by a disinterested party, a commissioned officer when practicable. (A. R., 657, 658.)

192. Unless required by law, vouchers shall not be taken in exact duplicate, triplicate, etc. Only one copy of a voucher, the original, shall contain signed certifications, approvals, and receipts. As many copies, in memorandum form, duly authenticated if desired, may be taken as administrative requirements demand. (Treasury Cir. No. 52, 1907, par. 7.) See A. R., 642; 12895, O. I. G.

193. When a fraction of a cent less than one-half occurs in the footing of a voucher, it will be disregarded. If the fraction be one-half or greater, it will be reckoned as a cent. (A. R., 646.)

194. Rules for computation of time in payment of services. (A. R., 662; see Cir. 74, W. D., 1910.)

195. A voucher for purchases and services not personal will show thereon the mode of purchase or engagement, using the form of notations on the standard prescribed forms. (A. R., 647.)

196. When copies of papers are necessary to establish the validity of a voucher in a disbursing officer's account, the copies must be certified by some officer other than the disbursing officer claiming credit on the voucher. (Cir. 15, W. D., 1903.)

197. Disbursing officers will not issue vouchers for unpaid accounts as due bills against the United States, but a certified statement of personal services and of wages due may be given to a discharged employee who for want of funds was not paid at time of discharge. (A. R., 661.)

198. It is very doubtful whether an officer of the Government would be justified, in the absence of a law authorizing it, in paying public money to a bank in the purchase from it of a draft or bill of exchange. I am of the opinion that the vouchers of the class you refer to (for purchases made abroad) should ordinarily be paid by official check in the manner prescribed by Treasury Depart-

ment Circular No. 52, 1907. In exceptional cases (as when the creditors will not receive official checks because of delay and expense of collection) a most liberal construction of existing law would justify the purchase of international post office money orders with which to effect payments. These orders can be purchased through checks drawn to the order of the postmaster. A memorandum of the transaction, showing the number of the order, its amount in foreign money, name of the payee, and the place on which drawn, should be obtained from the postmaster, and the disbursing officer's statement that the order had been mailed to the payee should be attached to the voucher. (Comp. Dec. 4, 1907; 12393; O. I. G.)

199. Pecuniary responsibility of officers who issue orders for expenditure of money. (A. R., 664, 665.)

200. Sundays and holidays are days for which pay is allowed, therefore when the last day of the month falls on Sunday or a holiday, payment for the month can not be made on the preceding day without a violation of section 3648, Revised Statutes. (Cir. 2, A. G. O., 1886.)

*Disbursing officers.*

201. Disbursing officers of the Quartermaster's, Subsistence, and Pay Departments, before entering upon the duties of their respective offices, will give bonds as required by law. Chiefs of bureaus will see that such bonds are examined as to sufficiency of sureties at least once in two years, and renewed once in four years, or more frequently if necessary. (A. R., 575; R. S. 1191.)

202. Under the provisions in the act of February 2, 1901, that certain vacancies in the Quartermaster's Department of the Army "shall be filled by detail from the line" for a period of four years, officers so detailed are officers of the Quartermaster's Department within the meaning of section 1191, Revised Statutes, and they are required to give bonds to faithfully account for all public moneys or property which they may receive. (7 Comp. 793, June 10, 1901.) (Also applicable to officers detailed to the Subsistence and Pay Departments.)

203. Until otherwise provided by law, no bond shall be accepted from any surety or bonding company for any officer or employee of the United States which shall cost more than 35 per centum in excess of the rate of premium charged for a like bond during the calendar year 1908: *Provided*, That hereafter the United States shall not pay any part of the premium or other cost of furnishing a bond required by law or otherwise of any officer or employee of the United States. (Act Aug. 5, 1909, 36 Stat. L., 125; G. O. 189, W. D., 1909, p. 2.)

(For maximum premium authorized on official bonds of disbursing officers, see Cir. 85, W. D., 1909.)

204. The accounts of a bonded disbursing officer must be kept separately under each bond except when the second bond is cumulative, in which case the accounts will be stated under both bonds. When a new bond is given the officer will close his accounts under the former bond and will deposit to the credit of the Treasurer of the United States, or transfer to a bonded officer of the same department who is authorized by law to handle the same class of funds, any unexpended balance before an advance is made under the new bond, in order that the liability of the sureties on the respective bonds may be definitely fixed. In all cases where a transfer is made to a bonded officer there must be an actual transfer of funds and not a mere paper transaction. The date of the bond of a disbursing officer is the date on which it is approved by the Secretary of War. (A. R., 599; Cir. 2, W. D., 1903.)

205. On and after October 1, 1907, all disbursing officers who, for any reason (e. g., separate bonds, etc.), are required to render separate and distinct accounts to the auditors of the Treasury Department, shall keep separate and distinct accounts of their funds in the Government depositories, and shall unmistakably designate such several depository accounts on their vouchers, requisitions, deposits, and accounts current. (Treasury Dept. Cir. No. 52, 1907, par. 9.)

206. When an officer is relieved from duty in a staff department at any station he will certify outstanding debts, if any, to his successor, and transmit a list of the same to the head of the proper bureau. Unless otherwise ordered, he will turn over to his successor the public money, property, books, and papers pertaining to the service from which he is relieved. (A. R., 641.)

207. If any disbursing officer shall bet at cards or any game of hazard, his commanding officer will suspend his functions, require him to turn over all public funds in his keeping, and will immediately report the case to the proper bureau of the War Department. He will also report the case to the division commander, who will at once convene a court-martial for the trial of the officer. (A. R., 604.)

208. No officer disbursing money for the military service, or directing the disbursement thereof, shall be concerned individually, directly or indirectly, in the purchase or sale of any article intended for, used by, or pertaining to the department of the public service in which he is engaged. (A. R., 601.)

209. No officer or clerk of a disbursing officer shall be interested in the purchase of any soldier's certificate of pay due, or any other claim against the United States. (A. R., 602.)

NOTE.—But when an officer purchases final statements as an accommodation to the soldier, and not himself profiting thereby, payment will be admitted on the officer's certificate to the facts. (M. P. D., 443.)

210. Officers or agents in the military service will not purchase supplies for the Government from any other person in the military service, nor contract with any such person to furnish supplies or service to the Government, nor make any Government purchase or contract in which such person shall be admitted to share or receive benefit. (A. R., 603.) See pars. 666, 667, *post*.

211. An officer is not authorized to insure public money or property. (A. R., 607.)

212. The Auditor for the War Department proposes to audit and settle the accounts of disbursing officers of the Quartermaster's Department monthly instead of quarterly as heretofore; and he requests that such officers reply promptly and fully to letters calling for explanations and to suspensions noted in difference sheets, thus avoiding the necessity of carrying such items forward in the successive difference sheets. Compliance with the request of the auditor is enjoined on all concerned. (Cir. 66, W. D., 1910.)

213. When partial payments are made on account of salaries or wages and claim for credit for the same is deferred until completed payment for the period has been made, the amounts of such partial payments constitute a part of the acknowledged balance, and the total of such amounts, together with the facts, shall be set out in the analysis of balance provided by the standard form prescribed by Treasury Department Circular No. 46, dated May 24, 1906. (Treasury Dept. Cir. No. 52, 1907, par. 11.)

214. The balances acknowledged by disbursing officers and their analyses thereof must actually represent the state of their business at the close of the last day for which the accounts are rendered. They must so order their business that they may, when called upon, so to do, close their accounts and analyze their acknowledged balances. (Treasury Dept. Cir. No. 52, 1907, par. 12.)

215. Whenever feasible, disbursing officers are, at the close of business on the last day of periods for which they are required to render accounts, to count and schedule, in the presence of a duly authorized and disinterested witness or witnesses, all items of cash, i. e., currency, memorandum payments, and other items, to appear

in their analyses of balances for which vouchers are not to be submitted to the auditor with the current account; whenever it is not feasible to do so they will so state in writing, giving reasons, etc., and attach same to the account current; form of certificate for witness; depositary balance not to be verified by the witness. (W. D. Cir. 63, 1909, and 19, 1910; 13848, O. I. G.)

216. It is held by the War Department that the responsibility for accepting personal checks tendered by officers in payment of their monthly bills, under existing law and regulations, rests with the officer who receives them; that the law does not recognize such checks as money, and that the verifying witness, under Circular 63, W. D., 1909, has no authority to consider these checks as cash. (13752, 13920, O. I. G.)

217. All transactions coming within the time covered by an account shall be reported therein. No payments or collections not actually made during the period of an account shall be included therein. The provisions of this paragraph do not apply to partial payments of salaries or wages which are provided for by paragraph 11, Treasury Department Circular No. 52, 1907. (Treasury Dept. Cir. 52, 1907, par. 13.) See par. 213, *ante*.

218. If disbursing officers do not for any reason receive from their depositaries the monthly statements required to be rendered to them by paragraph 16, Treasury Department Circular No. 52, 1907, in time for them to analyze their balances in the manner contemplated by the standard form of account current prescribed by Treasury Department Circular No. 46, dated May 24, 1906, they shall not delay the rendition of their accounts so as to make them delinquent, but shall compute their net balances from their check stubs and state that such balances are so computed, together with a report of the cause of their failure to compute such balances in the prescribed manner. (Treasury Dept. Cir. No. 52, 1907, par. 14.)

219. All disbursing officers in or under the War Department are hereby instructed to promptly acknowledge the correctness of the monthly statement furnished them by the Treasurer of the United States, the assistant treasurers of the United States, or a designated national bank depositary. (Cir. 9, W. D., 1910.)

220. Each officer disbursing in part by cash and drawing his official checks to obtain cash to make payments shall render with his account current a subsidiary cash account, the balance of which should agree or be reconciled with his cash as shown by his analysis of balance with his account current. (Treasury Dept. Cir. No. 52, 1907, par. 15.)

**221.** The use of moneys for purposes other than those for which appropriated, liquidation of liabilities of one fiscal year by use of moneys appropriated for another, and expenditures in a fiscal year of any sum in excess of appropriations for that year, or involving the Government in any contract for future payment of money in excess of appropriations, except as authorized by A. R., 524, are prohibited. (A. R., 590; see also R. S. 3678; R. S., 3679, as amended by act of Feb. 27, 1906, 34 Stat. L., 49; p. 3, G. O. 69, W. D., 1906.)

**222.** Every person who shall have moneys of the United States in his hands or possession, and disbursing officers having moneys in their possession not required for current expenditure, shall pay the same to the Treasurer, an assistant treasurer, or some public depository of the United States, without delay, and in all cases within 30 days of their receipt. (R. S., 3621, amended by act May 28, 1896; 29 Stat. L., 179.)

**223.** Public money, subject to disbursement, coming into the hands of an officer from any source will be promptly placed by him to his credit with the Treasurer or an assistant treasurer of the United States, or a duly designated depository, or else transferred to a disbursing officer of that branch of the public service to which the money pertains. Exceptions to this rule are allowed in the cases and to the extent authorized by A. R., 597, and in cases where an officer, when stationed on the extreme frontier or at a place far remote from depositories, has been specially authorized by the Secretary of War to keep at his own risk such money as may be intrusted to him for disbursement. Money in hand, subject to disbursement, may be disbursed at once without being placed in depositories if a payment is due. (A. R., 596.)

**224.** Recruiting officers and officers doing subsistence duty at posts or independent stations are authorized to keep on hand, at their own risk, moneys pertaining to the appropriation "Subsistence of the Army" in such restricted amounts as may be necessary for facilitating payments of small amounts to public creditors. (A. R., 597; see act Mar. 2, 1907, 34 Stat. L., 1166; G. O. 43, W. D., 1907, p. 14.)

**225** Commissaries on United States transports plying between the United States and Cuba or Porto Rico are authorized to keep in their personal possession, at their own risk, not to exceed \$500 subsistence funds; those on transports plying between the United States and the Philippine Islands, not to exceed \$4,500 subsistence funds. All money received by transport commissaries from the sale of sub-

istence stores, or meals furnished aboard, in excess of the above amounts, will be transferred to such officer of the Subsistence Department as may be directed by the Commissary General at the end of each journey. (G. O. 52, A. G. O., 1900.)

§226. The commanding officer of each mine planter, except the Gen. *Samuel M. Mills*, is authorized to keep on hand, at his own risk, in his capacity as acting commissary, not to exceed \$300, subsistence funds, for use in emergency. (Secretary of War, July 9, 1910; 14297, O. I. G.)

§227. Disbursing officers of the War Department, stationed in Cuba, Porto Rico, Philippine Islands, and Alaska, being far remote from designated depositories, are specially authorized by the Secretary of War to keep, at their own risk, moneys received in coin or currency which they may be authorized to disburse, and such moneys as may be officially intrusted to them for disbursement. (G. O. 22, 89, A. G. O., 1899; G. O. 61, A. G. O., 1900; G. O. 120, W. D., 1905.)

§228. Treasury Department Circular No. 102, December 7, 1906, is as follows:

"The following sections of the Revised Statutes are published for the information and guidance of all concerned:

"Sec. 3620. It shall be the duty of every disbursing officer having any public money intrusted to him for disbursement, to deposit the same with the Treasurer or some one of the assistant treasurers of the United States, and to draw for the same only as it may be required for payments to be made by him in pursuance of law (and draw for the same only in favor of the persons to whom payment is made); and all transfers from the Treasurer of the United States to a disbursing officer shall be by draft or warrant on the Treasury or an assistant treasurer of the United States. In places, however, where there is no Treasurer or assistant treasurer, the Secretary of the Treasury may, when he deems it essential to the public interest, specially authorize, in writing, the deposit of such public money in any other public depository, or, in writing, authorize the same to be kept in any other manner, and under such rules and regulations as he may deem most safe and effectual to facilitate the payments to public creditors."

"Sec. 5488. Every disbursing officer of the United States who deposits any public money intrusted to him in any place or in any manner, except as authorized by law, or converts to his own use in any way whatever, or loans with or without interest, or for any pur-

pose not prescribed by law withdraws from the Treasurer or any assistant treasurer, or any authorized depository, or for any purpose not prescribed by law transfers or applies any portion of the public money intrusted to him, is, in every such act, deemed guilty of an embezzlement of the money so deposited, converted, loaned, withdrawn, transferred, or applied; and shall be punished by imprisonment with hard labor for a term not less than one year nor more than ten years, or by a fine of not more than the amount embezzled or less than one thousand dollars, or by both such fine and imprisonment.'

"In accordance with the provisions of the above sections, any public money advanced to disbursing officers of the United States must be deposited immediately to their respective credits, with either the United States Treasurer, some assistant treasurer, or, by special direction of the Secretary of the Treasury, with a national bank depository nearest or most convenient, except—

"1. Any disbursing officer of the War Department, specially authorized by the Secretary of War, when stationed on the extreme frontier or at places far remote from such depositories, may keep, at his own risk, such moneys as may be intrusted to him for disbursement.

"2. Any officer receiving money remitted to him upon specific estimates may disburse it accordingly, without waiting to place it in a depository, provided the payments are due and he prefers this method to that of drawing checks.

"Any check drawn by a disbursing officer upon moneys thus deposited must be in favor of the party, by name, to whom the payment is to be made, and payable to 'order,' with these exceptions:

"(1) To make payments of amounts not exceeding \$20, (2) to make payments at a distance from a depository, and (3) to make payments of fixed salaries due at a certain period; in either of which cases any disbursing officer may draw his check in favor of himself, or 'order,' for such amount as may be necessary for such payment, but in the first and last named cases the check must be drawn not more than two days before the payments become due.

"Any disbursing officer or agent drawing checks on moneys deposited to his official credit, must state on the face or back of each check the object or purpose to which the avails are to be applied, except upon checks issued in payment of individual pensions, the special form of such checks indicating sufficiently the character of



disbursement. If the object or purpose for which any check of a public disbursing officer is drawn is not stated thereon, as required, or if any reason exists for suspecting fraud, the office or bank on which such check is drawn will refuse its payment.

"Such statement may be made in brief form, but must clearly indicate the object of the expenditure, as, for instance, 'pay,' 'pay roll,' or 'payment of troops,' adding the fort or station, 'purchase of subsistence,' or other supplies; 'on account of construction,' mentioning the fortification or other public work for which the payment is made; 'payments under \$20,' etc.

"Any check drawn by a United States disbursing officer payable to himself, or 'order,' 'to make payments of amounts not exceeding twenty dollars each,' under the provisions of this circular must bear indorsed thereon the names of the persons to whom the amount drawn is to be paid, or be accompanied by a list, or schedule, made a part of the check, containing the same information.

"The object, or purpose, to which the avails are to be applied in case of any check drawn by a disbursing officer of the Army for an amount to be retained in his possession by authority of the Secretary of War, given under the provisions of this circular, or by any disbursing officer given such special authority by the Secretary of the Treasury, under the provisions of section 3620, Revised Statutes of the United States, must be clearly indicated by a statement on the check that it is to obtain cash to hold in personal possession, and date of authority given so to hold funds. Checks will not be returned to the drawer after their payment but will be retained by the depositary arranged separately by officers and consecutively by number and date convenient for ready reference as they are liable to be called for by the Department at any time as evidence of proper payment. The depositary will furnish each disbursing officer with a detailed monthly statement of his account.

"All disbursing clerks and agents of the Executive Departments, independent offices, and commissions, and offices under and part of the Executive Departments located in the District of Columbia, to prevent carrying unnecessary balances of cash, are directed to deposit, on or before the 5th and 20th of each month, with the Treasurer of the United States, to their official credit subject to check, any and all balances of cash drawn to meet pay rolls and remaining in their hands; and thereafter, until the next regular pay day, to make payments appropriate to be made by check and not in cash.

"Deposits to the credit of the Treasurer of the United States on account of repayment of disbursing funds must be made with the office or bank in which such funds are to the credit of the disbursing officer. Disbursing officers are not authorized to transfer funds standing to their credit with one depository to their credit with another depository; such transfers will be made by the Secretary of the Treasury upon the requests of the heads of the departments under which the officers are serving.<sup>1</sup>

"No allowance will be made to any disbursing officer for expenses charged for collecting money on checks.

"Whenever any disbursing officer of the United States shall cease to act in that capacity he will at once inform the Secretary of the Treasury whether he has any public funds to his credit in any office or bank, and, if so, what checks, if any, he has drawn against the same, which are still outstanding and unpaid. Until satisfactory information of this character shall have been furnished, the whole amount of such moneys will be held to meet the payment of his checks properly payable therefrom.

"In case of the death, resignation, or removal of any disbursing officer, checks previously drawn by him will be paid from the funds to his credit, unless such checks have been drawn more than four months before their presentation, or reasons exist for suspecting fraud. Any check previously drawn by him and not presented for payment within four months of its date will not be paid until its correctness shall have been attested by the Comptroller of the Treasury or his chief clerk.

"Every disbursing officer, when opening his first account, before issuing any checks, will furnish the depository on whom checks are drawn with his official signature, duly verified by some officer whose signature is known to the depository.

"For every deposit made by a disbursing officer, to his official credit, a receipt in form as below shall be given, setting forth its serial number and the place and date of issue; the title of each officer shall be expressed, and the title of the disbursing account shall also show for what branch of the public service the account is kept, as it is essential for the proper transaction of departmental business that accounts of moneys advanced from different bureaus to a disbursing officer serving in two or more distinct capacities be kept separate and distinct from each other, and be so reported to

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<sup>1</sup> See Cir. 2, W. D., 1909, directing disbursing officers to comply with the provisions of this paragraph.

the department both by the officer and the depositary, the receipt to be retained by the officer in whose favor it is issued.

"No. —.

"OFFICE OF THE U. S.

"(ASSISTANT TREASURER OR DEPOSITARY),

"—, —, 190—.

"Received of —, — dollars, consisting of —, to be placed to his credit as —, and subject only to his check in that official capacity.

"—, —,

"United States (Assistant Treasurer or Depositary).

"\$ —.

"These regulations are intended to supersede those of August 14, 1897, and circular of April 17, 1899, amendatory thereof."

Treasury Department Circular No. 17, March 19, 1908, amends the foregoing (Treasury Dept. Cir. 102, 1906) as follows:

"1. The deposit of cash balances on the 5th and 20th of each month required by Treasury Department Circulars Nos. 39 and 102, dated, respectively, April 10 and December 7, 1906, need not be made hereafter, but cash obtained for making payments of salaries may be retained by disbursing officers, for the purpose of paying the proper persons in cash, not to exceed 30 days from and after the period during which the services were rendered.

"2. To enable them to make payment of salaries in cash at times other than regular pay days, disbursing officers in the District of Columbia may, upon written application, obtain from the Secretary of the Treasury permission to keep in their possession and at their own risk additional moneys not to exceed specific amounts fixed by him.

"3. The auditors of the Treasury Department shall, in the examination of the accounts of disbursing officers generally, report to the Secretary of the Treasury any excessive cash balances discovered.

"4. Disbursing officers drawing checks payable to themselves or order for the purpose of making payments of amounts not exceeding \$20 each need not hereafter accompany such checks with the lists or schedules of the names of the persons to whom the amounts drawn are to be paid.

"5. Treasury Department Circulars Nos. 39 and 102, dated, respectively, April 10 and December 7, 1906, are amended accordingly."

Treasury Department Circular No. 102, 1906, further amended by Treasury Department Circular No. 7, February 7, 1910, with refer-

ence to disbursing officers drawing checks to make payments of United States customs duties levied upon the importation of public property purchased abroad.

229. *Held* \* \* \* that the accounting officers are required by law to see that the funds appropriated by Congress for public purposes are applied to the objects specified in the appropriation acts, and to no others; that relief from responsibility for public money lost or misapplied is not within the legitimate functions of the accounting officers, but belongs to Congress, or else to the courts authorized to hear and determine equitable rights and to extend equitable remedies. (Dec. 2d Comp. (Gilkeson), vol. 3; par. 741.) See R. S., 1060-1062; A. R., 1331, 1332.

230. The pay of officers of the Army may be withheld under section 1766, Revised Statutes, on account of an indebtedness to the United States admitted or shown by the judgment of a court, but not otherwise, unless upon a special order issued according to the discretion of the Secretary of War. (Act July 16, 1892, 27 Stat. L., 177.) *Held*, That the last part of this provision was to be construed not separately but in connection with the former, and could not be interpreted as empowering the Secretary of War to stop the pay of officers of the Army to satisfy private debts or claim for alimony. (D. J. A. G., 2383.)

231. Penalty for falsification of accounts or records and the making of false reports, or aiding or abetting therein, by any officer, clerk, agent, or other person holding any office or employment under the Government of the United States. (Act Mar. 4, 1911; G. O. 45, W. D., 1911, p. 100.)

232. Instructions to be observed by officers of the Quartermaster's Department who disburse or transfer public funds as to the preparation of accounts current, pay rolls, vouchers, and abstracts, and keeping of the cash book. (Cir. 11, Q. M. G. O., 1909.)

233. Instructions governing the procurement of supplies and engagement of services, Quartermaster's Department. (Cir. 7, Q. M. G. O., 1909, amended by Q. M. G. O. Cir. 13, 16, 1909; 2, 4, 5, 1910; 3, 7, 9, 10, 1911.)

234. Instructions governing the financial operations of the Ordnance Department. (Ordnance Orders 12, 1910; G. O. 1, Office Chief of Ordnance, 1911.)

#### *Depositories.*

235. To render statements to disbursing officers. (Treasury Dept. Cir. 52, 1907, pars. 16, 17, 19.)

236. National-bank depositaries to list paid checks consecutively by number in the monthly statements to United States disbursing officers. (Treasury Dept. Reg., Dec. 7, 1906; 12034, O. I. G.)

237. To render statements of disbursing officers' accounts to inspecting and administrative officers upon their request when engaged in the duly authorized inspection of accounts. (Treasury Dept. Cir. 52, 1907, pars. 17, 19.)

238. Lists of national-bank depositaries designated for the use of disbursing officers, with the amounts of securities filed by each with the United States Treasurer, will be published from time to time in orders from the War Department. (A. R., 592.)

239. When there are two or more designated depositaries in the same place, credit should be so regulated by each disbursing officer there stationed as to maintain, as far as possible (by deposits, disbursements, and transfers), a proportion between the amount of his credit at each depositary and the amount of securities filed by it with the United States Treasurer. (A. R., 593.)

240. Transfers from one depositary to another are not authorized except through the Treasury Department. (A. R., 593.)

*Closing statements.*

241. When an officer ceases to act as a disbursing officer, or for any reason closes his accounts, he will prepare a closing statement of his money accounts, from date of last inspection to and including the closing of his accounts, with a separate list of checks outstanding for each depositary. If he is under the command of a division commander, or his accounts are assigned for inspection to the division inspector, he will forward the statement and list of checks to division headquarters, through military channels, for the usual action, including inspection, if practicable. If disbursing under the direction of the Secretary of War without such assignment, he will forward his papers directly to The Adjutant General of the Army, who will transmit them to the Inspector General of the Army. (A. R., 917.)

In case of a closing statement submitted under this paragraph by a disbursing officer changing station, the original list, or lists, of checks outstanding and the balance, if any, will, after verification, be furnished the inspector general of the division to which the disbursing officer is transferred. (4912-B, O. I. G.)

*Reports of inspections, etc.*

242. A statement of receipts and expenditures and of the distribution of funds (Form 3, I. G. D.), with lists of outstanding checks

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(Form 8a, I. G. D.), will be submitted by the disbursing officer to the inspector, who should immediately transmit the lists of outstanding checks to the several depositaries. Upon return from a depositary, balances will be verified and noted on the inspection report, which will then be forwarded to the Inspector General, with a copy of each list of outstanding checks and the indorsements thereon. The original lists will be retained by the inspector to be used at the next inspection of the officer's accounts; and then sent to the Inspector General. (A. R., 916.)

For instructions as to forwarding, filing, etc., reports of inspections of money accounts, see paragraphs 118, 119, and 131 (*ante*).

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243. The Congress shall have power to dispose of and make all needful rules and regulations respecting the territory or other property belonging to the United States. (Constitution. Art. IV, sec. 3.)

244. The President may cause to be sold any military stores which, upon proper inspection or survey, appear to be damaged, or unsuitable for the public service. Such inspection or survey shall be made by officers designated by the Secretary of War, and the sales shall be made under regulations prescribed by him. (R. S., 1241.)

245. Section 1241, Revised Statutes, is the reenactment of the statute of March 3, 1825 (4 Stats., 127), entitled "An act to authorize the sale of unserviceable ordnance, arms, and military stores," and in regard to which Attorney General R. B. Taney (to whom the question had been submitted by the President) said:

"After the passage of this law and the regulations made under it, I think it evident that no sale of ordnance, or iron, or stores of any description, can lawfully be made without the order of the President, upon proper inspection and condemnation as therein directed, and according to the regulations of the War Department on this subject above referred to." (2 Op., 580.)

That opinion clearly answers the question as to how unserviceable stores may legally be disposed of, and is, in my opinion, as applicable to-day as it was when written. (J. A. G., Feb. 7, 1895; 543, O. I. G.)

246. The Constitution gives to Congress the "power to dispose of and make all needful rules and regulations respecting the territory or other property belonging to the United States," and it is

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well settled that no public property can be disposed of without the authority of law, either by an express act of Congress for that purpose or by giving the authority to some department or subordinate agent. Congress has given authority to "cause to be sold any military stores which, upon proper inspection or survey, appear to be damaged, or unsuitable for the public service" (sec. 1241, R. S.); but no authority to sell military stores which have not been condemned as unserviceable, and the sale of the mules in question was therefore illegal. (Op. J. A. G., Sept. 12, 1899; 4752, O. I. G.)

247. *Held*, that section 1167, Revised Statutes, does not direct or authorize the Chief of Ordnance, subject to the approval of the Secretary of War, to draw up and enforce in his department a system of rules and regulations for the inspection of ordnance property with a view to its condemnation and sale or destruction. (D. J. A. G., par. 1862.)

248. The word "unsuitable," as used in section 1241, Revised Statutes, evidently refers to some unfitness for use other than that caused by being "damaged." Uniform clothing, for instance, of sizes that could not be used would be unsuitable. But *held* that the meaning of the word could not properly be restricted to things of a quality inferior to that which is required for the service. A thing may be unsuitable by reason of its being of such superior quality as not to be adaptable for the purpose for which it was intended. And *held* that military stores can not properly be deemed unsuitable under this statute for the sole reason that they are in excess of the quantity required for use. (D. J. A. G., 2279.)

249. Under the provisions of section 1241, Revised Statutes, that military stores which are "unsuitable for the public service may be sold," stores which it is found inexpedient to transport to a place where they can be serviceable may be condemned and sold. (7 Comp. Dec., 260; see D. J. A. G., 2279, footnote 2.)

250. Certain Government property (a quantity of cordwood and a hay scale) was left on hand at a military post which had been abandoned. The property was no longer needed there and the expense of transporting elsewhere would largely exceed its cost. *Held*, therefore, that it was "unsuitable for the public service" within the meaning of section 1241, Revised Statutes. (D. J. A. G., 2280.)

251. In the case of certain quartermaster property on hand at the quartermaster depot, Manila, P. I., in excess of that which, based on consumption in former years, could be absorbed in the Philippine Islands within a year, and which could not be utilized at the depots

in the United States to sufficient advantage to justify transportation thereto, the War Department decided, October 22, 1910, that, with a view to sale locally as unsuitable for the military service, it could be submitted to the action of an inspector under Revised Statutes, section 1241. (14525, O. I. G.)

252. I, therefore, am clearly of the opinion that a sale by Government officers under Revised Statutes, section 1241, is as much subject to the provisions of the food and drugs act (34 Stat. L., 768) as a sale by a private person would be under similar circumstances. (Op. Attorney General, Mar. 27, 1908; 9724-H, O. I. G.)

253. *Obsolete property.*—The class of property referred to within (coffee roasters obsolete for use at posts) falls clearly within the designation of property "unsuitable for the public service" in the sense this language is employed in section 1241, Revised Statutes, and may be sold as therein provided, viz, "upon proper inspection or survey." The statute further provides that "such inspection or survey shall be made by officers designated by the Secretary of War," and this provision is not, in the opinion of this office, met by the certificate \* \* \* herewith. An officer should be designated to make the inspection and survey required by the statute. Disposition of the property found to be unsuitable is governed by paragraph 684, Army Regulations of 1904 [A. R. 691, 1910]. (J. A. G., Aug. 29, 1906; 6127-M, O. I. G.)

254. Except as provided in paragraph 728, A. R., inspections having in view the condemnation of property will be made by inspectors general or acting inspectors general; but in cases of emergency, such as when a station is abandoned or when troops change station, such inspections may be made by officers specially designated by the commander of a territorial division, or the commander of a division, corps, or army in the field, or higher authority. (A. R., 918.)

255. The appointment of a special inspector to act on unserviceable ordnance stores is limited to cases of emergency, the nature of which will be described in the order appointing the inspector. Care will be exercised in the selection of an officer for this duty. An inexperienced officer, or one who is junior to the responsible officer commanding the troop, battery, company, or detachment to which the property pertains, will not be appointed. (Cir. 87, W. D., 1907, par. 8.)

256. The inspection of unserviceable property is one of the duties imposed by law primarily upon the Inspector-General's Department,



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and it seems therefore desirable that such inspections be made by its officers whenever possible, and the unnecessary appointment of special inspectors for such duty be minimized. To this end the Secretary of War directs that whenever a tour of inspection is made, such arrangements should be made as will insure that all unserviceable property at places visited will be duly submitted and inspected. (See par. 34, *ante*.)

257. Unserviceable property is, with reference to its disposition, divided into classes as follows:

1. Property worn out by fair wear and tear in the service which has no salable value.

2. Property worn out by fair wear and tear in the service which presumably has some salable value.

3. Property which has been rendered unserviceable from causes other than fair wear and tear in the service.

Property of the first class may be submitted to a surveying officer and disposed of as indicated in paragraph 728, Army Regulations, or it may be submitted to an inspector without prior action of a surveying officer.

Property of the second class will be submitted to an inspector without prior action of a surveying officer. [For exception see par. 1490, *post*.]

Property of the third class will be submitted to a surveying officer, except as provided in paragraph 1089, Army Regulations, in case of public animals, and unless destroyed under the provisions of paragraph 728, Army Regulations, will subsequently be submitted to an inspector. The inventory and inspection reports will be accompanied by the report of the surveying officer. (A. R., 689.) Also see paragraph 728, Army Regulations, quoted in full as paragraph 1485, *post*.

258. Officers will prepare and sign in duplicate, on blank forms furnished by the Inspector General of the Army, inventories of public property requiring inspection, and present them, with the property, to the inspector general or acting inspector general at the time of his visit. (A. R., 919.)

259. In the case of rapidly deteriorating subsistence stores or of unserviceable public animals, or pressing emergency, inventories will be prepared whenever necessary, and one copy will be forwarded to the commander having authority to appoint an inspector. (A. R., 919; also see par. 1485, *post*.)

260. When the regulations require the authority of the Secretary of War or of the chief of a bureau for the submission of property for the action of an inspector, such authority should be obtained by the accountable or responsible officer and shown to the inspector when the property is presented for action. The inventory and inspection report should contain a notation that the required authority had been obtained.

261. An officer responsible for public property furnished him on memorandum receipts and holding the same for use of his command will sign the certificate on the inventory of unserviceable property when presented for the action of an inspector. (Acting Secretary of War, Oct. 10, 1907; 2318-H, O. I. G.) See par. 1498, *post*.

262. Public property which has been damaged, except by fair wear and tear, or is unsuitable for the service, before being submitted to an inspector for condemnation, will be surveyed by a disinterested officer, preferably the summary court officer. (A. R., 721.)

263. If an inspection of property follows the report of a survey thereon, one copy of the proceedings will accompany the inventory and inspection report which is transmitted for approval, and will afterwards be returned to be used as a voucher to the officer's returns. (A. R., 736.)

264. For inspection the property will be arranged in the order of enumeration in the inventory, every article will be examined by the inspector, and the officer responsible will accompany him and be prepared to give all necessary information in regard to it. (A. R., 920.)

265. Inspectors will examine all property properly presented for condemnation. (A. R., 921.)

266. Inspectors will exercise great care in examining property submitted to them for condemnation and in making recommendations regarding its disposition. (A. R., 922.)

267. The general regulations governing recommendations as to the disposition of property inspected with a view to condemnation are as follows:

(a) *To be continued in service*.—Articles that are still serviceable. (A. R., 922.)

(b) *To be dropped*.—Articles that can not be sold at the post and are not worth cost of transportation to an arsenal or depot for repair.

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If worthless they must be so far destroyed as to prevent any possibility of future presentation. Such articles as can not be destroyed will, when practicable, be marked "I. C.," or will be broken up and serviceable parts retained. (A. R., 922.) See (d) below.

**NOTE.**—When articles or buildings are recommended "to be broken up," the inspector should state in the column for remarks in the I. and I. report the use to which the serviceable parts are to be applied.

(c) *To be sold.*—Such articles as are of no further public use or not worth cost of transportation to a depot. (A. R., 922.)

(d) *To be turned in to depot or arsenal.*—Such articles as can not be repaired at the post and are worth cost of transportation. Small arms must not be destroyed. (A. R., 922, 925.) See par. 337, *post*.

268. When an inspector recommends that property be turned in to depot or arsenal for purposes other than repair, he should state in the column for remarks in the I. and I. report, the purpose, as, "for reissue," "for sale," etc.

269. When all the articles inventoried are not presented to the inspector, the number or quantity not presented should be carried in the column "To be continued in service," and a note made in the column for remarks, as, "7 not presented."

270. Officers of the Inspector General's Department inspecting public property for condemnation will decline to inspect such articles as have no cost price (which may be estimated) given in column 3, Form No. 1, Inspector General's Department. In the examination of inventory and inspection reports division inspectors general will note all failures to complete column 3, and will take the necessary steps with a view to having the "cost price" inserted by the responsible officer before the reports are forwarded. (12848, O. I. G.)

271. Property will not be turned in to depots without authority from the head of the staff department to which the property pertains, except in the Philippines Division, where such authority may be given by the commanding general of the division. The authority of heads of staff departments will usually be given in general terms in the form of approved memoranda indicating the most advantageous method of disposing of various classes of unserviceable property, which memoranda will serve as guides to division and higher commanders and inspectors. (A. R., 922.)

272. When property ordered "to be turned in to depot" on the recommendation of an inspector is found, upon receipt at the depot, to be in such condition that it can not be made suitable for issue,

it may be destroyed or broken up under such instructions as may be given by the head of the department concerned, or by the commanding general, Philippines Division, so far as pertains to property turned in to depots at Manila, P. I. (A. R., 922.)

273. Public property in use will not be reported as unserviceable nor condemned by an inspector merely because worn or shabby in appearance when really strong and serviceable. (A. R., 923.)

274. Great care will be taken to prevent property once condemned and ordered dropped from the returns from being again presented for inspection. (A. R., 924.)

275. Inspectors will, when practicable, cause the destruction, in their presence, of all property found to be worthless and which is without money value at or near the place of inspection, except small arms. The action of an inspector on property of this character will be final, and his report will be a valid voucher for the responsible officer. Inspectors will be held responsible for their action in this particular. When property thus condemned is not destroyed in the presence of the inspector or a disinterested officer representing the inspector, the responsible officer will certify to the fact of subsequent destruction in his presence. (A. R., 925.) See par. 281, *post*.

A certificate that the destruction was "personally supervised" is not deemed to fulfill the requirement of the regulation (A. R., 925). The witnessing officer should certify to the fact of destruction in his presence. (O. I. G.)

276. There is no authority for donating unserviceable public property, through any action of the Inspector General's Department, to relief committee for the sufferers of the cyclone-swept districts of Louisiana. (Indorsement of Inspector General, concurred in by Acting Secretary of War May 8, 1908; 12404; O. I. G.)

277. Division commanders may give orders, on the reports of authorized inspectors, to make such disposition of condemned property as the case may require, except public buildings, for which the order of the Secretary of War is required. (A. R., 927.) See also par. 279 (c) and (d), *post*, as to cannon, electrical installations, etc.; par. 279 (e), *post*, as to sale of blankets and uniform clothing; and par. 287, *post*, as to temporary buildings.

278. Orders for the final disposition of condemned property will be indorsed by the proper authority on the inspection reports, each copy being made complete in itself. (A. R., 929.)

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### 279. Disposal of inventory and inspection reports after inspection of property:

Accountable officer.	Disposition of Inventory and inspection reports. property recommended.
Serving under division or Army corps commander.	<div> <div>Sale or transfer to depot or arsenal.</div> <div>In duplicate by inspector to division or army corps headquarters. After approval, both copies are sent, through military channels, to accountable officer. (A. R., 921, 922, 927, 929.)</div> </div>
Not serving under division or Army corps commander.	<div> <div>Sale or transfer to depot or arsenal.</div> <div>In duplicate by inspector directly to Inspector General of the Army, by whom they are submitted through chief of bureau to Chief of Staff for action if the amount involved exceeds \$500; or to the chief of bureau for action if it does not exceed \$500. After approval both copies are sent, through military channels, to the accountable officer. (A. R., 921, 929; W. D. O. Nov. 7, 1905.)</div> </div>
Serving or not serving under division or Army corps commander.	<div> <div>All destroyed.</div> <div>Inspector delivers both copies to the accountable officer. (A. R., 921, 925.)</div> </div>

Exceptions to the foregoing:

(a) *Buildings*.—Under A. R., 927, the orders of the Secretary of War are required for the final disposition of public buildings; and the I. and I. reports, in duplicate, are submitted by the inspector through the division commander under whom the accountable officer is serving; or forwarded directly by the inspector to the Inspector General of the Army if the accountable officer is not serving under a division commander. (See par. 287, *post*.)

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(b) *Valuable property.*—If the property be of considerable value, and there be good reason to suppose that it can be more advantageously applied or disposed of elsewhere than within the command, the report will be forwarded for the action of the War Department. (A. R., 927.)

(c) Cannon and their carriages, machine, and automatic guns with their carriages and mounts, but not including spare parts, accessories, implements, and equipments required in their maintenance and operation; also ammunition for cannon.

(d) Electrical and mechanical installations and appliances furnished to the Coast Artillery Corps by the Engineer or Signal department and forming part of the permanent seacoast defenses, but not including supplies such as wiring, tools, clamps, and battery fluid, fragile articles like battery cells or jars and carboys, or spare parts and accessories not essential to the operation of the installation, such as battery syringes and hydrometers.

All of the copies of the inspection report will be forwarded by the division commander directly to the chief of bureau concerned for final action of the Secretary of War. (A. R., 928.)

Recommended to be sold at auction: All copies of the I. and I. report must be forwarded for action of War Department. (G. O., 186, W. D., 1907.)

(e) Blankets and articles of uniform clothing condemned as unserviceable or obsolete.

Recommended to be shipped to quartermaster depot: All copies of the I. and I. report must be forwarded for action of War Department, unless the accountable officer is serving under a department or division commander and the Quartermaster General has already designated a depot. (G. O., 186, W. D., 1907.) See pars. 295-297, *post*.

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**280. Animals.**—Public animals will be inventoried singly, with brief description of color, sex, age, and distinguishing marks. (A. R., 919.)

**281.** Public animals inspected and found unsuited for one branch of the service may be transferred to another for which they are fitted. When of no further use for any branch of the service they will be submitted to an inspector and if condemned sold at public auction or destroyed under the following circumstances: (1) To terminate suffering (from disease or other cause); (2) to prevent contagion; (3) on account of incurable disease or injury; (4) on account of old age, when to sell them for work in the hands of irresponsible persons would be cruel and cause suffering to the animals.

Horses assigned to troops of cavalry, batteries of artillery, companies of the Signal Corps, and mules assigned to the combat transportation of the Signal Corps, will not be sold or turned in to the Quartermaster's Department unless previously acted upon by an inspector, except in the Philippines Division, where the sale of such horses may be made to mounted officers, as provided in paragraph 1111, A. R. (A. R., 1089). See par. 1179, *post*.

**282.** "Inspection reports condemning cavalry horses for being vicious, unmanageable in ranks, etc., should not be approved except in rare instances." (Cir. letter, A. G. O., Sept. 3, 1896.)

**283.** "The Secretary of War directs that no horses be inspected or condemned in your department unless it is clearly manifest that they are entirely unsuited for the service for which they are required." (Cir. letter, A. G. O., June 5, 1900, to division and department commanders.)

**284. Books.**—Inspectors general will, at the annual inspection of posts, condemn and destroy such library books as may be unserviceable and worthless. (A. R., 347.) See par. 180, *ante*.

**285.** Soldier's handbooks, excepting those in hands of enlisted men, copies of Drill Regulations, Army Regulations, Small-Arms Firing Regulations, manuals and other books of instruction (Government publications) issued to organizations, will be accounted for on the muster rolls of the organizations. When lost, worn out, or damaged they should be disposed of under Article LIX, A. R., 1901 (Art. LIV, A. R., 1910), as in case of other Government property. They will not be turned in to the War Department unless especially directed. Soldier's handbooks issued to enlisted men will be dropped from the muster rolls. (Cir. 2, W. D., 1904.)

**286. Buildings.**—Public buildings which have become unserviceable and can not be kept in repair at reasonable cost, or which

occupy ground required for new buildings or other improvements, will be entered upon a separate inventory and brought before an inspector for his action. (A. R., 919.)

287. Orders of the Secretary of War are required on inspection reports of public buildings. (A. R., 927.) The commanding general, Philippines Division, is authorized to give such orders as may be necessary on the reports of authorized inspectors to dispose of temporary buildings. (Acting Secretary of War, Nov. 8, 1907; 11785; O. I. G.)

288. *Submarine mine property.*—Submarine mine property ordered by an inspector to be turned in to depot shall be shipped to the torpedo depot at Fort Totten, N. Y. (G. O. 86, W. D., 1905.)

289. In the opinion of this office almost any damaged mine cases can be repaired with economy, unless it is one which has not enough metal in the flange to permit rewelding, and many of these can be sufficiently repaired at the post for use in the annual practice firing. It is believed that cases not too badly damaged and not repairable at the post should be shipped to the torpedo depot to be repaired. (Chief of Coast Artillery, Mar. 31, 1909; 13202, O. I. G.)

290. *At national cemeteries.*—Held, that under section 1241, Revised Statutes, unserviceable tools and materials, which had been in use at a national cemetery, could not legally be ordered to be sold upon the mere inspection and report of their unserviceableness made by the superintendent of the cemetery, but that, as required in the section, there must be first an inspection, "by an officer (i. e., commissioned officer) designated by the Secretary of War." (D. J. A. G., 2281.)

*Quartermaster's property.*

291. *Band instruments.*—When any band instrument has become unserviceable, it will be submitted to a surveying officer. A copy of his report will be forwarded to the Quartermaster General with a view of having the instrument repaired, if practicable, or otherwise disposed of. When an instrument needs minor repairs, involving only a slight expense, and the work can be done in a workmanlike manner in the vicinity of the post, it will not be necessary to submit the instrument to a surveying officer. (A. R., 1195.)

NOTE.—As a general rule, band instruments are not submitted to an inspector until they have been transferred to depot and examined by experts to determine whether or not they are worth cost of repairs. (Q. M. G., Sept. 14, 1907; 11243-D, O. I. G.)



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292. *Bedsteads.*—The old-pattern bedsteads should not be condemned unless they are absolutely unserviceable, as the reduced condition of the appropriations for clothing and equipage makes it impracticable to supply bedsteads of new pattern to meet the demands. (Recommendation of Quartermaster General, approved by Acting Secretary of War Oct. 29, 1907; 11953, O. I. G.)

293. *Clothing.*—An inspection report on damaged clothing will set forth the amount of damage to each article; also a list of such articles as are fit to issue to prisoners, or, at reduced prices, to enlisted men willing to receive them. (A. R., 926.)

294. White summer clothing (coat, trousers, and cap) issued to members of recruiting parties at general recruiting stations, will be submitted to the action of an inspector when no longer fit for service. Such clothing will be charged to the enlisted men only in case of loss or damage. (A. R., 1183.)

295. Hereafter, blankets and articles of uniform clothing that have been condemned as unserviceable or obsolete will not be sold at auction without special authority from the War Department. If they are of no value they will be destroyed in the manner prescribed in the Army Regulations. If they are fit to be issued to prisoners they will be held for that purpose at the place of condemnation, in whole or in part, or shipped to such quartermaster's depot as may be designated by the Quartermaster General for renovation, storage, and issue to the United States Military Prison at Fort Leavenworth, Kans., or to the Pacific Branch thereof at Alcatraz Island, Cal. (G. O., 186, W. D., 1907.)

296. The general depot of the Quartermaster's Department, Philadelphia, Pa., is designated as the depot to which deserters' outer clothing, and such damaged and unserviceable clothing as may be designated by inspectors for issue to prisoners, shall be transferred under the provisions of A. R., 116, 1908 [A. R., 117, 1910] (G. O., 97, W. D., 1910.)

297. General authority granted for shipment from time to time of condemned clothing (articles needed for issue to prisoners in the Philippine Islands excepted) from Manila to the San Francisco depot of the Quartermaster's Department; but chevrons, hat cords, letters, numbers, hat and cap ornaments, leggings, uniform hats, coats, flannel shirts, and trousers, which are believed by inspectors to be not worth the cost of transportation to the United States for sale, are to be destroyed. (Secretary of War, Mar. 24, 1908; 12314, O. I. G.)

298. Odd articles of the uniform, such as shoes, leggings, and gloves, will not be submitted for the action of a surveying officer or inspector, but will be turned into such depot or depots as may be designated by the Quartermaster General, in order that such articles may be mated. (G. O. 51, W. D., 1909.)

299. *Colors*.—Service colors and guidons will be submitted for the action of an inspector when unfit for further use. (A. R., 239.)

300. Silken colors, standards, and guidons when unserviceable are submitted to action of a surveying officer, but not for action of an inspector. (A. R., 239.)

301. *Lamps*.—Lamps submitted to an inspector upon I. and I. report, it is thought, should, if repairable at reasonable cost, be ordered turned in to nearest quartermaster depot. If, in the judgment of the inspector, lamps are in such condition that the cost of repairs would nearly equal the cost of new lamps, it is thought they should be destroyed or ordered sold.

Surplus and repairable lamps on hand at posts have been ordered turned in to depots for repair and reissue, and only such lamps as in the opinion of accountable officers are not worth cost of repairs are supposed to be submitted to the action of inspectors upon I. and I. report. If, however, in the judgment of inspecting officers, lamps submitted to them are repairable, as above mentioned, action as suggested should be taken without regard to previous action of accountable officers. (Q. M. G., Aug. 17, 1908; 12548, O. I. G.)

302. *Tableware*.—A. R., 1194 does not contemplate action of an inspector on china and glassware. (See par. 1504, *post*.)

Agate and similar tableware should be treated the same as china or glassware, namely, that 5 per cent per quarter be allowed for breakage, and that it be not submitted for the action of an inspector. (Q. M. G., Mar. 2, 1904; 12443, O. I. G.)

The decision of the Quartermaster General of March 2, 1904 (see above), pertains only to breakage of china and glassware at posts. Unserviceable china and glassware pertaining to messes on transports, mine planters, etc., may be acted upon by an inspector. (Secretary of War, June 4, 1908; 12443, O. I. G.)

303. Silverware (tableware) not to be replated. (Q. M. G., Mar. 23, 1894, and May 23, 1910; 14262, O. I. G.)

304. *Trumpets*.—Trumpets and cords and tassels are not articles pertaining to a band, and should be inspected, if unserviceable, without the action of a board of survey (surveying officer) required for band instruments. (Q. M. G., Oct. 1, 1901; 12070, O. I. G.)

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**305. Typewriting machines.**—Authority of the Quartermaster General must be obtained for the submission of old and unserviceable typewriting machines to the action of an inspector. (Cir. 6, Q. M. G. O., Feb. 15, 1906.)

**306. Window shades.**—In the judgment of this office the Inspector General's Department, in inspecting these shades for condemnation, should be governed by the conditions in each case. Should the rollers and brackets be in good condition they certainly should not be condemned, since the material for shades can be purchased by the yard, and can be installed by any post employee. Should, however, the roller be split or the spring broken or weakened the rollers should be condemned. (Q. M. G., May 4, 1909; 13249, O. I. G.)

### *Subsistence supplies.*

**307. Inventory and inspection reports.**—Separate inventories will be made for "subsistence property" as distinct from "subsistence stores." (Directions on Form 1, I. G. D.)

In the case of rapidly deteriorating subsistence stores, inventories will be prepared whenever necessary, and one copy will be forwarded to the commander having authority to appoint an inspector. (A. R., 919.) Also see par. 1485, *post*.

**308. Ovens.**—Whenever it becomes necessary to condemn an oven, care will be taken to preserve, if possible, all parts that are serviceable and that can be used again. Such parts will be taken up and accounted for on the returns of the post commissary. (G. O. 37, W. D., 1910.)

**309. Stores.**—Subsistence stores which have deteriorated, but are of value for other purposes than human food, will be condemned and sold at auction, and prior to the sale the accountable officer will cause each can, box, bottle, or other container to be stamped or indelibly marked as follows: "Deteriorated military supplies condemned and sold under section 1241, Revised Statutes." Stores which have deteriorated to such an extent as to render them without value for any purpose whatever will be condemned and destroyed. (M. S. D., 130; Cir. 89, W. D., 1908.) See par. 252, *ante*.

Instructions as to condemnation and sale of subsistence stores when there is danger of heavy loss by the stores deteriorating and there is no prospect of such stores being consumed in the near future; or when stores have not deteriorated so as to render them unfit for human consumption, and are not required in the military service. (M. S. D., 129; Cir. 89, W. D., 1908.)

*Medical property.*

**310. Damaged or unserviceable medicines, medical books, surgical or scientific instruments and appliances, pertaining to the Medical Department, will not be presented to an inspector for condemnation until authority for so doing has been obtained from the chief surgeon of the division or department. (A. R., 1510.)**

**NOTE.**—The supply tables published in Manual for the Medical Department give lists of surgical and scientific instruments and appliances.

**311. Medical journals.**—In the case of a collection of old medical journals at a post, in which the Surgeon General recommended that instead of causing the destruction of large numbers of valuable medical publications authority be granted to turn them in to such libraries contiguous to posts where they accumulate as may desire them, and in the event that it is not possible to take this action they be sold as waste paper rather than destroyed, the following recommendation of the Judge Advocate General, concurred in by the Acting Inspector General, was approved by the Secretary of War, July 11, 1910:

"That, in future cases, a similar submission be made of this class of property with a view to its being acted upon by an inspector; such action looking to the sale of the property, if no longer of use at the post to which it pertains; if the property is found to be of value for medical societies, bids will be submitted in behalf of such societies. If none are submitted, bids will probably be submitted for the reports, etc., as old paper. In either case the requirements of section 1241 of the Revised Statutes will have been complied with." (8772-E, O. I. G.)

**312. Medicines.**—In a case of certain deteriorated drugs and medicines inspected and recommended to be sold, the Acting Secretary of War, April 2, 1908, authorized their destruction upon the following recommendation of the Surgeon General:

"It does not seem good morals for the Government to sell medicines that are unfit for use as such, in the absence of complete power to control their ultimate application, even in cases where such sales are not within the prohibition of the food and drugs act. Authority to destroy these goods is therefore requested." (9724-H, 1, O. I. G.) See par. 252, *ante*.

**313. Turning in unserviceable property.**—It is well known that a great deal of medical property which is worthless so far as sale dis-

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position is concerned is turned in to depots, \* \* \* and it is much to be desired that this matter be met by making disposition of it at the posts instead of sending it to far-removed supply depots. (Surg. Gen., June 10, 1910; 12427, O. I. G.)

##### *Engineer property.*

**314. Boats.**—Skiffs or barges of slight cost and not worth the expense of caring for them or of transporting them to some other locality where they may be of service, should, if of no salable value at the place where located and not warranting transportation to any other point for sale, be destroyed. (E. R., 514.)

**315. Electrical and mechanical installations and appliances.**—The following-mentioned property will not be presented for the action of an inspector without the authority of the Secretary of War: Electrical and mechanical installations and appliances furnished to the Coast Artillery Corps by the Engineer Department and forming part of the permanent seacoast defenses, but not including supplies such as wiring, tools, clamps, and battery fluid, fragile articles like battery cells or jars, and carboys, or spare parts and accessories not essential to the operation of the installation, such as battery syringes and hydrometers. (A. R., 928.) See Cir. 14, W. D., 1909, par. 7; and par. 279 (d), *ante*.

Property which requires this special authority for its submission to an inspector will not be on the same inventory and inspection report with other property. (Directions on Form 1, I. G. D.)

**316. Electrical machines.**—When a part of an electrical machine is condemned, it will be preserved and turned over to the nearest district engineer officer for repairs or renewal, and will not be thrown overboard or destroyed. (Chief of Engineers, approved by Secretary of War, April 11, 1901; 6310-A, O. I. G.)

**317. Harbor charts.**—Harbor charts issued by the Engineer Department which have been presented to a surveying officer, under the provisions of A. R., 682, 1908 (A. R., 689, 1910), and have been found unserviceable, or which have been inspected and condemned, will not be destroyed, but will be turned into the office of the Chief of Engineers for proper disposition. (G. O. 146, W. D., 1909.)

**318. Inventory and inspection reports.**—Inventory and inspection reports will show the class of works to which engineer property pertains, whether to rivers and harbors, to fortifications, etc. The items on any inventory and inspection report should not pertain to more than one property return. (E. R., 523.)

**319. River and harbor and fortification property.**—The Secretary of War, November 4, 1911, approved the following recommendation of the Inspector General of the Army, with reference to the inspection of unserviceable river and harbor and fortification property for which the several district officers of the Corps of Engineers are accountable.

"That the Chief of Engineers be authorized to cause inspection, having in view the condemnation of river and harbor and fortification property to be made by division engineers, or other suitable disinterested engineer officers stationed in the vicinity, when the property is of such a character that it can not be disposed of by the surveying officer under paragraph 728, A. R.

"It should be clearly understood that the regulations with respect to the examination and condemnation of unserviceable property remain in force, except as to the change in the inspecting officer." (15202-E, O. I. G.)

**320.** The regulations with reference to property accountability, as contained in the Army Regulations, were intended to cover all public property under the control of the Secretary of War, whether military stores or not. The regulations (and orders) relating to the inspection of unserviceable property with a view to its condemnation apply, therefore, to public property used in river and harbor improvements. (D. J. A. G., 1496.) See par. 319 *ante*.

**321.** When any land or other property which has been heretofore or may be hereafter purchased or acquired for the improvement of rivers and harbors is no longer needed, or is no longer serviceable, it may be sold in such manner as the Secretary of War may direct, and the proceeds credited to the appropriation for the work for which it was purchased or acquired. (Act June 13, 1902; 32 Stat. L., 373.)

**322. Surveying, reconnaissance, or drafting instruments.**—Unserviceable surveying, reconnaissance, or drafting instruments have generally some salable value and can usually be repaired or utilized in part. Such property will be submitted to an inspector with a view to being turned in to an engineer depot for repair or final disposition under the provisions of A. R., 915, 1908 [A. R., 922, 1910]. (Par. 2, Cir. 14, W. D., 1909.)

With reference to paragraph 2, Circular 14, W. D., 1909, it is requested that, as a general rule, all surveying, reconnaissance, or drafting instruments issued to the various organizations of the Army that have become unserviceable and are submitted to an inspector for his action be ordered turned in to the engineer depot, Washing-

ton Barracks, D. C., or, if in the Philippines, to the engineer depot, Manila, P. I. With the exception of an occasional surveying instrument that may be in the hands of a post engineer officer, these articles are so small that they can be shipped through the mails, and the cost of transportation is therefore nominal. It is difficult to find a sale for one or two of these instruments when they are unserviceable, and unless so worthless as to warrant their destruction, it would be economy on the part of the Government to repair them, or utilize parts thereof. (Chief of Enigneers, June 21, 1909; 13413, O. I. G.) See G. O., 145, W. D., 1907.

**823. Transportation for inspectors.**—The expense for transportation to a point not located on a railroad incurred by an officer of the Inspector General's Department in inspecting unserviceable river and harbor material is properly payable from the appropriation for the river and harbor work. Engineer officer to provide such transportation. (3 Comp. Dec., 3; E. R., 270 (j).)

*Ordnance and ordnance stores.*

**824. Brass rings, buckles, etc.**—When leather or other stores belonging to the Ordnance Department are condemned by an inspector and ordered destroyed or broken up, all rings, buckles, and other trimmings of brass will be cut off by enlisted labor before the property is destroyed and turned in to the post ordnance officer. When a sufficient quantity of the brass thus secured shall have accumulated to justify the cost of transportation, it will be shipped to the Rock Island Arsenal, Ill., for use in new manufactures or as scrap, except that in the Philippines Division it will be shipped to the Manila ordnance depot. (G. O. 9, W. D., 1911.)

Inspectors will state under "Remarks" on inventory and inspection reports that all rings, buckles and trimmings of brass, on ordnance stores ordered destroyed or broken up, are to be cut off and shipped to the Rock Island Arsenal, except in the Philippine Islands, where they will be shipped to the Manila depot of the Ordnance Department.

**825. Cannon, machine guns, cannon ammunition, etc.**—The following-named property will not be presented for the action of an inspector without the authority of the Secretary of War: Cannon and their carriages, machine and automatic guns, with their carriages and mounts, but not including spare parts, accessories, implements, and equipments required in their maintenance and opera-

tion; also ammunition for cannon. (A. R., 928.) Such property not to be on the same inventory and inspection report with other property. (Directions on Form 1, I. G. D.) See par. 279 (c) *ante*.

**326. Spare parts for seacoast and mobile artillery** are not expendable, and will be borne on the property returns irrespective of their condition. When damaged or worn out they will be submitted for the action of an inspector. (G. O. 182, W. D., 1905.)

**327. Canteens.**—Whenever canteens become unserviceable because of worn-out covers or lost corks, they will not be presented for condemnation, but will be repaired by the troops. Timely requisitions will be made on the Ordnance Department for extra covers, corks, etc., with which to repair them. (A. R., 1556.)

**328. Equipments.**—Equipments and ordnance stores which are strong and serviceable will not be condemned or replaced merely because they are unsightly or do not conform to the most recent requirements. (A. R., 923; O. S. M., p. 632.)

**329. Equipments, horse, issued to mounted officers.**—Horse equipments issued by the Ordnance Department to officers below the grade of major, required to be mounted, which become unserviceable shall be submitted to the action of an officer of the Inspector General's Department, and upon his recommendation to that effect may be turned in and new articles issued in exchange therefor. (A. R., 1542; for the articles which constitute a set of horse equipments see par. 379, *post*.) Also see par. 1497, *post*.

**330. Equipments, personal and horse.**—The following statement, showing the considerations that should govern an inspector in ordering the disposition of ordnance property so far as pertains to personal and horse equipments, is published for the information and guidance of all concerned:

In general it may be stated that since the supplies furnished for repairs are liberal in amount, it is believed that many of the stores which are now turned in to arsenals as unserviceable, should be retained and repaired in the organizations to which they belong. This remark applies more particularly to cavalry and field artillery organizations, which, since the establishment of the training school for saddlers at the Rock Island Arsenal, Rock Island, Ill., should be able to execute satisfactorily a large variety of repair work.



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The following is a list of stores showing the disposition that is recommended when the stores are placed before an inspector:

### (a) INFANTRY EQUIPMENTS.

Articles.	Disposition.
Bayonet scabbard, model of 1905.	Retain in service or destroy. (The repair of these scabbards is too expensive to justify turning them in for this purpose.) <sup>1</sup>
Blanket bag.....	} Now obsolete; turn in to Rock Island Arsenal if serviceable.
Blanket-bag coat strap.....	
Blanket-bag shoulder strap.....	
Blanket-roll strap.....	
Canteen.....	Repair and retain in service or destroy. Do. (When canteens can no longer be repaired in the field, they are of no use to the arsenals, as new covers, corks and chains, thread, etc., are issued for making repairs, and if turned in on account of rust inside, nothing can be done with them.) <sup>2</sup>
Canteen-haversack strap...	Now obsolete; turn in to Rock Island Arsenal if serviceable.
Canteen strap, web.....	If unserviceable, destroy.
Cartridge belt.....	Retain in service or destroy. Turn in brass fasteners. (These cartridge belts are purchased from contractors and no facilities are on hand at the arsenals for making repairs, nor have any repairs ever been made at the factory. H. & H. soap, 3 cakes for each man, is issued for cleaning these belts.)
Cartridge-belt suspenders..	Retain in service or destroy.
Cartridge box, McKeever, cal. .30.	Do. (These boxes are expensive and those turned in are often in such a condition that they could have been continued in service.)
Cup, aluminum.....	Retain in service or destroy. (These cups can not be repaired as they can not be soldered.)
Cup, tin.....	Retain in service or destroy. (The cups turned in have been examined. Some are bent, some have been used over a fire, while others contain paints, oils, etc. Many are rusted and some have been stored in damp places and become rusted without unpacking. These cups are not now manufactured, the standard cup being the aluminum.) <sup>3</sup>
Fork.....	Turn in for retinning, if otherwise serviceable.
Gunsling.....	Retain in service or destroy. Turn in brass parts to Rock Island Arsenal.
Haversack.....	Should as a rule be retained in service or destroyed. <sup>4</sup>

<sup>1</sup> Modified by Cir. 72, W. D., 1910, so as to provide that bayonet scabbards, model of 1905, shall not be condemned in case they become defective in the hands of organizations because of broken stitching or because of elongated pivots and flattened outside washers that will allow the shoulder on the hook to pass the stop washers. In the former instance the bayonet scabbards will be ordered repaired with the facilities available in the organizations, and in the latter instance they will be ordered turned in to the nearest arsenal for repairs.

<sup>2</sup> Modified by Cir. 51, W. D., 1910, so as to provide that canteens that become unserviceable in the hands of troops serving in the Philippine Islands and that can be repaired shall be turned in to the Manila Ordnance Depot for repairs. (See also par. 325, *ante*.)

<sup>3</sup> Modified by Cir. 51, W. D., 1910, so as to provide that tin cups and tin meat cans that become unserviceable in the hands of troops serving in the Philippine Islands and that can be repaired shall be turned in to the Manila Ordnance Depot for repairs.

<sup>4</sup> See par. 333, *post*.

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## (a) INFANTRY EQUIPMENTS—Continued.

Articles.	Disposition.
Knife.....	Retain in service or destroy. (Knives are frequently turned in for retinning. The blades of the knives are of steel and, if properly cared for after issue, are just as serviceable after the tinning wears off.)
Meat can, aluminum.....	Retain in service or destroy. (These meat cans, like aluminum cups, can not be soldered, and the material is rustless. If handles should break they can be issued for replacement in the field.)
Meat can, tin.....	Retain in service or destroy. (Meat cans turned in have been examined. Some are bent and some have broken handles. A great percentage of them have been used over a fire and are of little value for repairs. Many are rusted from damp storage, otherwise serviceable. Tin meat cans are not now the service pattern.) <sup>1</sup>
Sliding frog.....	Retain in service or destroy.
Spoon.....	Turn in for retinning, if otherwise serviceable.
Waist belt.....	Retain in service or destroy.
Waist-belt adapter.....	(All brass parts should be cut from old equipments to be destroyed and, where a sufficient quantity has accumulated, shipped to Rock Island Arsenal, as now required.)

## (b) CAVALRY EQUIPMENTS.

Canteen strap, cavalry.....	Retain in service or destroy.
Cartridge belt.....	Same remarks as made with reference to infantry cartridge belt.
Cartridge belt, revolver....	Same remarks as made with reference to infantry revolver cartridge belt.
Cartridge box, McKeever...	Same remarks as made with reference to this article under infantry equipments.
Revolver holster.....	Retain in service or destroy.
Revolver lanyard.....	Do.
Saber belt.....	Do.
Saber knot.....	Turn in to Rock Island Arsenal for repair, unless badly worn, in which case destroy.
Spur.....	Turn in if broken; if not broken, continue in service.
Spur strap.....	Retain in service or destroy.
Saber attachment.....	Do. (Make requisition on Rock Island Arsenal for hooks, buttons, etc., required for repairs.)

## (c) ARTILLERY EQUIPMENTS.

Knapsack.....	Continue in service or destroy.
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<sup>1</sup> Modified by Cir. 51, W. D., 1910, so as to provide that tin cups and tin meat cans that become unserviceable in the hands of troops serving in the Philippine Islands and that can be repaired shall be turned in to the Manila Ordnance Depot for repairs.

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### (d) BAND EQUIPMENTS.

Band equipment should be continued in service or destroyed and brass parts sent to Rock Island Arsenal, as the equipments are made of enameled leather and are not susceptible of repairs.

### (e) HORSE EQUIPMENTS.

Articles.	Disposition.
Whistle.....	Retain in service or destroy except bits, which should be sent to Rock Island Arsenal for replating, if otherwise serviceable.
Whistle, watering.....	Same remark as made above with reference to whistle.
Bit, curb.....	If broken destroy; if rusted turn in to Rock Island Arsenal for replating.
Bit, watering.....	Same remarks as made above with reference to bit, curb.
Cincha, hair.....	Retain in service or destroy.
Cincha strap.....	Do.
Coat strap for saddle.....	See remarks under saddle.
Currycomb.....	Retain in service or destroy.
Halter chain.....	Retain in service or turn in to Rock Island Arsenal.
Halter head stall and strap.....	Retain in service or destroy.
Horse brush.....	Do.
Horse cover.....	Do.
Lariat.....	Do.
Lariat strap.....	Do.
Link.....	Do.
Nose bag.....	Do.
Pocket pin.....	Do.
Wristle scabbard.....	Do.
Saber strap.....	Do.
Saddle.....	Retain in service or turn in to an arsenal, unless the trees are badly broken, in which case they should be destroyed after stripping off hardware. (With the present supplies issued by the Ordnance Department, it should be possible for the organization to repair any part of a saddle except the rawhide cover for the tree. If for any reason saddles are turned in to an arsenal they should, if practicable, be turned in complete.)
Saddlebag.....	Saddlebags are made of bag leather, which leather is not included in the list of materials supplied to organizations. They should, therefore, be retained in service, destroyed, or turned in for repairs, depending on their condition.
Saddle blanket.....	Retain in service or turn in to Rock Island Arsenal. (The gray saddle blanket is being gradually replaced by the new olive drab blanket under the provisions of paragraph I, Circular, No. 101, War Department, December 16, 1908, which requires that the gray blankets in the hands of organizations be turned in to the post ordnance officer in exchange for olive drab blankets. Unserviceable gray blankets in the hands of post ordnance officers should be turned in to Rock Island Arsenal, where most of them can be used in the manufacture of blanket-lined horse covers.)
Saddlecloth.....	When saddlecloths require repairs special authority should be requested to turn them in to an arsenal where this work can be done. If entirely unserviceable they should be destroyed. Saddlecloths when repaired should be returned directly to the officer or organization.
Stirrup, hooded.....	Retain in service or destroy.
Stirrup strap.....	Do.
Surcingle.....	Do.

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## (c) HORSE EQUIPMENTS—Continued.

Articles.	Disposition.
Polo equipment.....	Retain in service or turn in to Rock Island Arsenal. (The polo saddle can not, as a rule, be satisfactorily repaired in the organization; certain parts of the polo equipment can, however, and this work should be done, if possible, with the supplies furnished by the Ordnance Department. When repairs of these equipments are required which can not be made in the organization, special request should be made for authority to turn them in for repairs. When repaired such equipments will be returned to the organization directly.) (Cir. 79, W. D., 1909.)

NOTE.—The foregoing circular (79, W. D., 1909) does not forbid the making by an inspector of a recommendation for the sale of personal and horse equipments. It contains statements and suggestions for the consideration of an inspector in making his recommendations and is not understood to be mandatory. (Views of the Chief of Ordnance, concurred in by the Acting Inspector General and Secretary of War, Sept. 27, 1911; 15439, O. I. G.)

**331. Field Artillery equipment.**—Battery and store wagon bodies, ammunition chests, and other large parts of artillery equipment, which usually contain material that can be again used, even though the article as a whole be entirely unserviceable, should not be destroyed, but should be turned in to an arsenal. (Secretary of War, Nov. 29, 1910; 14742, O. I. G.)

Old black leather artillery harness which has reached the stage at which it can no longer be kept in good repair in the battery should, upon condemnation, be stripped of all metallic or other parts which may be of use and the latter shipped to Rock Island Arsenal. (Chief of Ordnance, July 20, 1906; 10995, O. I. G.) Inspectors will state under "Remarks" on inventory and inspection reports condemning such harness that all metallic or other parts which may be of use will be shipped to the Rock Island Arsenal.

**332. Gas check pads.**—Gas check pads pertaining to the breech mechanisms of seacoast guns and mortars when condemned as no longer satisfactory for service are not worth the cost of transportation to an arsenal and should be destroyed. (Secretary of War, Aug. 19, 1910; 14501, O. I. G.)

**333. Haversacks.**—Haversacks when merely soiled or greasy must not be condemned for that cause, but should be washed at the post. Portions of the equipment rendered unserviceable by the loss of minor parts should be repaired at the post. Timely requisition should be made for buckles, rings, straps, and the necessary tools and materials for repair. (O. S. M., p. 633.)

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**334. Machine-gun parts.**—Barrels chambered for model 1903 ammunition, and graduation strips corresponding with the same ammunition for the Maxim automatic machine gun, model of 1904, can not be prepared or converted for use with the model 1906 ammunition, and should not be turned into an arsenal when presented for condemnation. (Chief of Ordnance, Nov. 2, 1910; 14670, O. I. G.)

There are no obsolete nozzles for the Maxim automatic machine gun, model of 1904, in service, and the extra nozzles issued to the machine-gun platoons are for a reserve supply and should not be turned in. (Chief of Ordnance, June 16, 1909; 13397, O. I. G.)

Firing pins for Maxim automatic machine guns, model of 1904, made in one piece, when broken in service and condemned, will not be sold or destroyed, but will be turned in for repair to the Springfield Armory, Mass., or to the Manila Ordnance Depot, P. I. (A. G. O. Circular Letter, Jan. 13, 1911, to department and division commanders; 14670-A, O. I. G.)

**335. Repairs.**—Ordinary repairs can usually be made in the company or at the post or within the district with the means provided for that purpose by the Ordnance Department. When the repairs required can not be thus made, the articles, except small arms, hand arms, and personal and horse equipments, will be sent, on the approved recommendation of an inspector, to an arsenal designated by the Chief of Ordnance. Small arms, hand arms, and personal and horse equipments, on the approved recommendation of an inspector, will be turned in to the post ordnance officer, who will, when sufficient stores have accumulated to make an economical shipment, send them to an arsenal designated by the Chief of Ordnance. A certified extract from the inspection report will accompany the invoice describing the articles as the authority for turning them in to an arsenal, or to the post ordnance officer. (A. R., 1559.)

(For regulations authorizing a division commander, in the absence of an inspecting officer, to order the disposition of ordnance and ordnance stores which need repairs that can not be made at the post or within the district, see A. R., 1560.)

**336. Sand glasses.**—Sand glasses rendered unserviceable will be presented for the action of an inspector, who will recommend that they be turned in to Rock Island Arsenal for repair. (Cir. 47, W. D., 1906.)

**337. Small arms, etc.**—Small arms found to be unfit for service, and hand arms ordered turned in to depot, will first be turned in to the post ordnance officer for economical shipment to an arsenal. (A. R., 922; see par. 335, *ante*.)

The destruction of small arms by inspectors is prohibited. (A. R., 925.)

The most general definition of the term "Small arms" makes it include all portable arms, whether firearms or cutting arms; that is, such as do not require a carriage. Although the usage of the Ordnance Department has tended to confine the term to firearms only, it is thought that for the purpose of paragraphs 915 and 1572 of the Army Regulations (A. R., 922, 925, 1910) the more general definition should govern, and that the term should include hand weapons of all kinds; that is, rifles, shotguns, pistols, revolvers, sabers, swords, bayonets, machetes, and Hospital Corps knives. The small arms enumerated above should be turned in to the Springfield Armory, the Rock Island Arsenal, or Manila Ordnance Depot, where the necessary repairs may be made. (Chief of Ordnance, Dec. 5, 1907; 12082, O. I. G.)

**838.** The only safe method of determining whether the accuracy life of the barrel of the United States magazine rifle, model 1903, is ended is by actual firing. A conclusion has been reached that rifles which give the following results when fired by an expert should be considered serviceable:

	Mean radius.
At 100 yards.....	2.5 inches
At 200 yards.....	3.5 inches
At 300 yards.....	5.0 inches
At 500 yards.....	10.0 inches

To be obtained by taking the mean radius of a target of ten shots. (Acting Chief of Ordnance, May 29, 1911; 15199, O. I. G.)

**839.** When small arms are presented for inspection with a view to condemnation, strict attention should be paid to A. R., 916 (A. R., 923, 1910), which provides: "Public property in use will not be reported as unserviceable nor condemned by an inspector merely because worn or shabby in appearance when really strong and serviceable." (O. S. M., p. 589.)

**840.** Whenever the magazine rifles, carbines, or revolvers of companies, troops, or batteries have become much worn and in need of repairs, and the deterioration is general throughout the organization, responsible officers are authorized, with the approval of their post commanders, to submit the arms for the action of an inspector upon a separate inventory and inspection report. Should the inspector recommend that the arms, or a portion of them, be turned in for renovation and rebrowning, responsible officers will at

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once make requisition for new arms for their commands, or for such number as the inspector has recommended for renovation, and will forward with it a copy of the inventory and inspection report, and when the new arms are received the old ones will at once be turned in to the armory, arsenal, or depot from which the new ones were issued. (G. O. 33, A. G. O., 1900, amended by G. O. 11, A. G. O., 1903.)

**341. Issued to colleges, universities, etc.**—Instructions governing inspection of. (Par. 53, G. O. 231, W. D., 1909; par. 8, Cir. 14, W. D., 1908.)

### *Signal property.*

**342. Electrical and mechanical installations and appliances.**—The following-mentioned property will not be presented for the action of an inspector without the authority of the Secretary of War: Electrical and mechanical installations and appliances furnished to the Coast Artillery Corps by the Signal Department and forming part of the permanent seacoast defenses, but not including supplies such as wiring, tools, clamps, and battery fluid, fragile articles like battery cells or jars and carboys, or spare parts and accessories not essential to the operation of the installation, such as battery syringes and hydrometers. (A. R., 928.) See par. 279 (d), *ante*.

Property which requires this special authority for its submission to an inspector will not be on the same inventory and inspection report with other property. (Directions on Form 1, I. G. D.)

**343. Telescopes, telephones, etc.**—Telescopes, field glasses, telephones, and expensive electrical apparatus of the Signal Corps when unserviceable will not be submitted to an inspector for condemnation without previous authority of the Chief Signal Officer. (A. R., 1588.) See S. C. M. No. 7, par. 348.

**344. Typewriters.**—When a typewriter becomes unserviceable to such an extent that it can not be repaired locally for \$15, the responsible officer should report the fact to the Chief Signal Officer of the Army, giving the name of the maker and the serial number of the typewriter, together with a statement of the necessary repairs. (S. C. M. No. 7, par. 361.)

**345. Issued to colleges, universities, etc.**—Unserviceable, to be inspected as indicated in paragraphs 879 and 1546, Army Regulations, 1895 (pars. 919 and 1588, A. R., 1910), by the inspectors who inspect the military departments of the colleges, etc. (Secretary of War, Feb. 18, 1898; 3182, O. I. G.) See S. C. M. No. 7, par. 313.

AMERICAN NATIONAL RED CROSS.

**346.** That the said American National Red Cross shall on the 1st day of January of each year make and transmit to the Secretary of War a report of its proceedings for the preceding year, including a full, complete, and itemized report of receipts and expenditures of whatever kind, which report shall be duly audited by the War Department, and a copy of said report shall be transmitted to Congress by the War Department. (Sec. 6, act approved Jan. 5, 1905; 33 Stat. L., 599.)

Audit assigned to the Inspector General's Department. (Secretary of War, Oct. 20, 1906; 11144, O. I. G.)

**347.** Hereafter the Secretary of War is hereby authorized to detail an officer of the Medical Corps to take charge of the first-aid department of the American Red Cross. (Act Mar. 3, 1911; G. O. 45, W. D., 1911, p. 9.)

**348.** Sales of ordnance stores are authorized to the American National Red Cross under such regulations as may be prescribed by the Secretary of War. (Act Mar. 3, 1909; 35 Stat. L., 750.)

AMMUNITION.

**349. Allowances.**—Annual allowances of small arms and gun ammunition are fixed in orders from the War Department. Latest orders: G. O. 12 and 22, W. D., 1911. (For service of supply of ammunition in the field, see F. S. R., 217-227.)

**350. Blank ammunition.**—For saluting purposes and morning and evening gun. (G. O. 22, W. D., 1911, par. 22.) Instructions relative to preparation of blank ammunition. (G. O. 22, W. D., 1911, par. 23.) Marking of blank metallic ammunition. (W. D., G. O. 203, 1907, and 22, 1911, par. 23, i.) Monetary allowance of blank ammunition for small arms. (G. O. 12, W. D., 1911.)

**351. Drill primers,** when to be used, allowance, etc. (D. R. C. A., 346; G. O. 22, W. D., 1911, par. 6.)

**352. Explosives.**—Instructions for the care, storage, handling, and inspection of explosives, including detonators, dynamite, explosive D, fuses and primers, gun cotton, filled and fused projectiles, etc. (D. R. C. A., 899-983.)

A copy of the general instructions as to storage and handling of explosives (D. R. C. A., 899-915) is required to be hung in a convenient place in every magazine containing explosive. (D. R. C. A., 916.)

Information relative to high explosives. (Gunnery and Explosives for Field Artillery Ordnance, 1911.)



**353. Field kit.**—Ammunition to be carried in the field belt per man: Armed with the rifle, 90 rounds rifle ball cartridges; armed with the revolver, 20 rounds revolver ball cartridges. (F. S. R., 221, 224.) When combat is imminent 60 rounds of rifle and 20 rounds of revolver ammunition are carried in the saddle bags of each cavalryman. (F. S. R., 224.)

**354. Guard cartridges.**—Ordnance officers of posts will keep on hand at all times a supply of guard cartridges, caliber .30, not to exceed 10 rounds per man stationed at post, for issue to post guards and for such other purposes as may be necessary. This ammunition is not subject to expenditure for target practice. (G. O. 48, A. G. O., 1903.) Also see G. O. 12, W. D., 1911, Par. I, sec. 7.

**355. Powder.**—Information relative to powder. (Cir. 16, W. D., 1904; C. A. M. 8, W. D., 1910; G. O. 22, W. D., 1911; also "Artillery Notes, No. 16, Mar. 4, 1904"; the Coast Artillery Drill Regulations; Gunnery and Explosives for Field Artillery Officers.)

Smokeless powder charges are supplied to forts in hermetically sealed cases and shall be opened only in accordance with War Department instructions. (D. R. C. A., 969.) Instructions as to storage, care, inspections, etc., of smokeless powder. (D. R. C. A., 969-979.) Smokeless powder will not be used for blank charges, and will not be exposed to the direct rays of the sun. (G. O. 22, W. D., 1911, p. 13, and par. 5, l.)

Unless there are instructions to the contrary the charges to be used during each target season will be taken from those lots of powder of earliest date of manufacture on hand in the artillery district, no matter whether they be marked for reserve or for target practice, (G. O. 22, W. D., 1911, par. 5, b.)

Powder of the same lot shall be used for each series of shots from a battery, including trial shots. (D. R. C. A., 663.)

Powder marked for one caliber or piece must not be used for any other caliber or piece of different chamber capacity. (D. R. C. A., 664.)

In any case in which poor practice is believed to have been caused by defective powder a special detailed report shall be made to the Chief of Ordnance through military channels. (D. R. C. A., 665.)

Black powder must never be stored with other explosives. (D. R. C. A., 911.)

**356. Projectiles.**—Cleaning: Projectiles shall be cleaned carefully before being inserted in the bore, lubricant removed, and the bour-relets freed of paint. (D. R. C. A., 666.)

Marking of projectiles. (G. O. 5 and 89, W. D., 1907.)

The last paragraph of G. O. 89, W. D., 1907, requires officers having charge of armor or deck-piercing projectiles to see that all marks of identification are promptly renewed when effaced or rendered illegible, which would require not only the lot numbers to be renewed when necessary, but also the projectiles to be repainted with the distinctive colors showing the type of projectile. These distinctive colors are described in Ordnance Pamphlets Nos. 1868 and 1877. (Chief of Ordnance, Dec. 29, 1909; 13799, O. I. G.)

In view of the importance of having the lot numbers on the projectiles in a permanent form, armament officers will be instructed to have them stamped in small figures on the bands. (Chief of Ordnance, Mar. 31, 1910; 13600, O. I. G.)

Distinguishing marks for shrapnel for 3-inch field gun, powder-charged shell, and high-explosive shell. (G. O. 110, W. D., 1907.)  
Painting of projectiles. (Cir. 43, A. G. O., 1902; D. R. C. A., 880.)

In case the magazines or galleries in which the projectiles are stored are wet, the projectiles will be slushed after painting. (G. O. 22, W. D., 1911, par. 4, c.)

Storing and piling of projectiles: When stored in magazines after removal from the wooden packing boxes, projectiles will be placed on skids or rails in such a manner that the rotating band does not support the weight of the projectile. If necessary to pile projectiles, the layers will be separated from each other by a wooden frame, in such a manner that the rotating bands do not support any weight. Proper precautions will be taken to see that rotating bands are not burred or deformed in handling. (G. O. 22, W. D., 1911, par. 4, c.) Projectiles will always be piled with points to the wall and base out, so that they may be easily inspected and fused. (Cir. 43, A. G. O., 1902; D. R. C. A., 878.)

357. Steel projectiles with or without bursting charge of high explosive issued to the seacoast fortifications as part of their reserve ammunition will not be used in target practice or other firings without special authority. (G. O. 92, W. D., 1904.)

358. Method of repairing and altering dummy projectiles to prevent sticking during drill. (Artillery Bulletin No. 60 (serial No. 71), Aug. 7, 1909.)

359. Reserve supply of small-arms ammunition per man (authorized strength), to be kept on hand at all times, is: 120 rounds rifle ball cartridges; 40 rounds revolver ball cartridges. (Secretary of War, Aug. 10, 1907; 12646, O. I. G.)

**360.** Expenditure of ammunition. (A. R., 1550-1553.)

**361.** Where hunting for large game is practicable the men will be encouraged to hunt, and for this purpose company commanders may permit their men to purchase cartridges, if the supply warrants it, such sales to be accounted for on the returns of ordnance. (A. R., 365.)

**362.** Frequent inspections will be made by company commanders to see that no cartridges are lost; and if any soldier can not satisfactorily account for all his ammunition he will be disciplined in addition to being charged with the cost of the loss. Special care will be taken not to have cartridges left where unauthorized persons entering barracks might steal them. (G. O. 26, Philippines Division, 1906.) The precautions taken are fairly subject to inquiry of inspectors elsewhere than in the Philippines. (O. I. G.)

**363.** There is nothing in regulations warranting the conclusion that it is forbidden to store small-arms ammunition in company store or property rooms, and unless there is some special and exceptional condition existing making it dangerous, the fact that such ammunition is stored in a company storeroom should not be reported as a "defect" by an inspector. (Secretary of War, Sept. 14, 1908; 12505, O. I. G.)

**364.** Original packages containing blank cartridges—procedure when first opened. (G. O. 182, W. D., 1905.)

#### ANNUAL REPORTS.

**365.** Of division inspectors general. (A. R., 897.) See par. 17, *ante*.

**366.** Of division commander. (A. R., 191; G. O., A. G. O., 89, 1901, and 47, 1902; Cir. M, W. D., July 7, 1910.)

**367.** Of chiefs of bureaus. (G. O., A. G. O., 89, 1901, and 47, 1902; W. D. Cir. B, Jan. 30, 1906; Cir. G, Apr. 27, 1906; and Cir. M, July 7, 1910.)

**368.** In order that the Chief of Staff may effectively exercise the coordinating and supervisory authority, vested in him by statute, the annual reports of division and department commanders and bureau chiefs, as well as the annual reports of the Superintendent of the Military Academy, the service schools, and other subordinate commanders, will be submitted to him for the consideration of the Secretary of War prior to publication. (G. O. 68, W. D., 1911.)

*For commissioned officers.*

**369.** Arms and equipments for officers are prescribed in Uniform Regulations.

List of arms and equipments that are required to be in possession of officers. (U. R., pp. 54, 55.) For the purpose of inspection the whole equipment may be required. (U. R., p. 54.)

For articles that officers may draw from the Ordnance Department for their official use, see A. R., 1544. For horse equipments issued to officers below the grade of major, required to be mounted, see par. 379, *post*.

**370.** All officers will provide themselves with the arms and personal and horse equipments pertaining to their rank and duty, and maintain them thoroughly neat and serviceable. (U. R., 36.)

**371.** It is the duty of the district commander, Coast Artillery Corps, not only to inspect and verify the equipment of officers on duty in his district, but to see that they provide themselves with the articles prescribed. (Secretary of War, Mar. 23, 1910; 13990, O. I. G.) For inspection and verification of arms and equipments of officers by post, regimental and other commanders, see pars. 1070-1072, *post*.

**372.** The officer's saber is attached to the left side of the saddle, except when in full dress or unless otherwise directed. (C. D. R., 276.)

**373.** In the field dismounted officers will wear the pistol instead of the saber. (U. R., 97.)

**374.** The blanket will not be carried on the saddle by officers merely for purposes of inspection. (U. R., 88.)

**375.** The sale of signal equipments to officers is authorized by A. R., 1586. (For information as to field glasses and their purchase by officers from the Signal Corps, see G. O. 178, W. D., 1910, amending pars. 481 and 482, Signal Corps Manual No. 7, 1909.)

**376.** The field glass of the visual-signal outfit issued to each company of infantry, coast artillery, and Philippine Scouts, troop of cavalry, and machine-gun platoon is not issued for the personal use of an officer, and will not be used in lieu of the officer's personal field glass. (G. O. 16, W. D., 1910; U. R., p. 41.)

**377.** A clothing roll for the use of officers will be kept on hand by the Quartermaster's Department for sale to them. (Cir. 3, W. D., 1910; U. R., p. 54.)

A canvas bucket and a canvas basin for the use of officers, will be kept on hand by the Q. M. Dept. for sale to them. (G. O. 136, W. D., 1911.)

Officers' canvas bedding rolls, for use in the field, will be kept on hand by the Quartermaster's Department for sale to officers. (Cir. 22, W. D., 1909; U. R., p. 54.) Also see under "Baggage," p. 112.

378. Officers' equipment for small-arms range practice. (Pars. 92 and 96, Prov. S. A. F. M.)

379. The following articles will constitute a set of horse equipments for issue to officers below the grade of major, required to be mounted, pursuant to the act approved May 11, 1908: 1 curb bridle, officer's, model of 1909; 1 halter headstall; 1 halter strap; 1 saddle, officer's (McClellan or Whitman); 1 currycomb; 1 horse brush; 1 link; 1 lariat; 1 lariat strap; 1 nosebag; 1 picket pin; 1 saddlebags; 1 saddle blanket; 1 surcingle; 1 pair spurs, officer's; 1 pair spur straps, officer's, russet; 1 pair spur straps, officer's, black; 1 pair saber straps, officer's, russet; 1 saddlecloth, service (with insignia); 1 horse cover, or horse-cover blanket lined. If an officer below the grade of major provides himself with two suitable mounts, one additional halter headstall and halter strap, and one additional horse cover, or horse-cover blanket lined, may be issued to him. (G. O. 239, W. D., 1909, modified by G. O. 47, W. D., 1911.)

380. Disposition to be made of the dark-blue saddlecloths issued under A. R., 1542, 1910. (G. O. 69, W. D., 1911.)

381. In view of probable changes in horse equipments that may be made as a result of the work of the cavalry equipment board, the provisions of paragraph 1542, Army Regulations, which require an officer to whom horse equipments have been issued to turn them in on promotion to field rank, are waived. Such officers will be allowed to retain their equipment and account for it as heretofore until such time as the new equipment is available for sale. (Cir. Letter, W. D., A. G. O., July 5, 1911; 15317, O. I. G.)

In view of the anticipated adoption of horse equipments of a new design as a result of the recommendations of the cavalry equipment board, all officers of field rank, who, for any cause may not be provided with serviceable horse equipments at the present time, will be granted the privilege of drawing one set of horse equipments from the Ordnance Department, and will be allowed to retain them until such time as the new equipments are available for sale. (Cir. Letter, W. D., A. G. O., Sept. 6, 1911; 15317—A, O. I. G.)

382. Majors of Philippine Scouts are not entitled to the issue of horse equipments under the provisions of the act approved May 11,

1908. (Secretary of War, Nov. 29, 1910; Cir. 3, Dept. of the Visayas, 1911.)

383. Issue of horse equipments for a dismounted officer while temporarily detailed on mounted duty for which he does not receive mounted pay. (Cir. 7, W. D., 1907.)

*For enlisted men and organizations.*

384. The arms and equipments for United States troops are prescribed in G. O. 23, W. D., 1906, and the following orders, etc., amending or modifying same:

Field Artillery: Arms and equipments of enlisted men, horse equipments, and method of packing and transporting the service kit, light and horse batteries. (W. D. G. O. 114, 142, 1909; 206, 1910.) Bolo and sheath prescribed for each enlisted man of a mountain battery. (G. O. 172, W. D., 1908.) See par. 416, *post*.

Machine-gun platoon, or machine-gun company. (W. D. G. O. 172, 1908; 149, 1910.)

Provisional machine-gun troop. (G. O. 149, W. D., 1910.)

Engineers, master gunners, and firemen, Coast Artillery Corps. (G. O. 255, W. D., 1907.) See G. O. 233, W. D., 1909, as to the arms and equipments which post noncommissioned staff and noncommissioned staff officers (except sergeants major) of the Coast Artillery Corps are required to have in their possession.

Hospital Corps. (G. O. 149, W. D., 1910.)

Field kit: Slicker prescribed for mounted troops instead of poncho. (G. O. 108, W. D., 1908, p. 1, and subsequent annual clothing price lists.) Housewife issued by the Subsistence Department to each squad, to be packed in the surplus kit bag (A. R. 1237, sec. 11; G. O. 147, W. D., 1911.) See par. 353, *ante*, as to change from G. O. 23, W. D., 1906, in number of rounds of ammunition to be carried.

Surplus kit: One extra pair of shoe laces and one sweater added. (G. O. 147, W. D., 1911.)

385. When under arms, every enlisted man will carry the arms pertaining to his grade and branch of service. (U. R., p. 50.)

386. When attached to the saddle, the rifle will be habitually carried on the left side of the saddle, barrel up, and the saber on the right side of the saddle. This rule will also apply when either arm is used alone. (C. D. R., 276.)

387. In the field dismounted noncommissioned staff officers will wear the pistol instead of the saber. (U. R., 97.)

388. Revolvers do not constitute part of the habitual equipment of sergeants of infantry, coast artillery, engineers, and ordnance,

## ARMS AND EQUIPMENTS.

either in garrison or in the field, but are kept on hand in the company for issue when required. (G. O. 23, W. D., 1906.)

889. Until the infantry equipment, model 1910, is issued, first sergeants of infantry, and of troops armed as infantry, will be armed with the revolver only. (G. O. 164, W. D., 1911.)

890. The school detachments provided for in G. O. 118, W. D., 1900, as amended by G. O. 25, W. D., 1910, are regarded as organizations not armed with the rifle within the meaning of paragraph 13th, Army Regulations, 1908, as amended by G. O. 21, W. D., 1900 [A. R. 1368, 1910]. (Cir. 33, W. D., 1910.)

891. Equipment to be carried by the soldier in small-arms range practice. (Pars. 92 and 216, Prov. S. A. F. M.)

892. It is not necessary that rifles be carried by members of machine-gun platoons during machine-gun drill. (Secretary of War, Sept. 13, 1909; 12098, O. I. G.)

893. The bolo and scabbard are prescribed for enlisted men of a mountain battery, machine-gun platoon, and machine-gun company or troop. (W. D. G. O. 172, 1908; 149, 1910.) The bolo will be worn on the person, suspended from the waist belt on the left side. (G. O. 172, W. D., 1908.)

Ten bolos and scabbards are required as part of the equipment of each troop, battery, and company of engineers, Signal Corps, and infantry serving in the Philippines division, and 40 bolos for each company of Philippine Scouts. (G. O. 1, P. D., 1909, par 282.)

894. Coast artillery enlisted men turned out for inspection will not be provided with either field or surplus kits as such, except in immediate preparation for active duty in the field as infantry when specifically designated for such duty by orders from the War Department. In the latter case they will draw intrenching tools, but at other times they will not be provided with them. (Secretary of War, June 9, 1906; 10821, O. I. G.)

895. Blanketroll: How made up. (C. D. R., 189; I. D. R. (1904), 486; horse and light artillerymen, G. O. 142, W. D., 1909.) Articles to be carried. (G. O. 23, W. D., 1906, amended by W. D. G. O. 108, 1908, and 142, 1909.) How carried on saddle. (U. R., 88.) Infantry equipment pack. (I. D. R. of 1911, 747.)

896. Personal equipments, how worn or carried: Canteen (U. R., 63); fork (U. R., 87); haversack (U. R., 77); knife (U. R., 87); meat can (U. R., 87); spoon (U. R., 87); tin cup (U. R., 111).

897. Surplus kit bags: Allowance; articles to be carried; how packed and marked. In garrison the bags are to be kept packed and stored habitually in the storeroom of the organization. In the

field when not on the wagon the bag will be kept habitually at the tent of the squad leader, who is responsible for its condition and will supervise packing and unpacking. (G. O. 147, W. D., 1911; U. R., 102, 110.)

**398.** Orderlies will wear side arms. In garrison musician orderlies will wear only the belt; with the dress or full-dress uniform they will wear white gloves. (U. R., 30.)

**399.** Equipments for mounted orderlies of infantry regiments. (G. O. 186, W. D., 1906; W. D. Cir. 8, 1907; 76, 1909.)

**400.** Machine-gun platoon: Gun equipment, range finders, pack outfit, tools, etc. (G. O. 113, W. D., 1906; Pamphlet No. 1770, Handbook of the Maxim Automatic Machine Gun, issued by Ordnance Department.) High-power field glass. (Cir. 43, W. D., 1909.) Visual signaling outfit. (G. O. 16, W. D., 1910.) For arms and equipments of the men, see pars. 384, 393, *ante*.

**401.** The Ordnance Department will supply on requisition two telescopic musket sights, model of 1908, to each troop of cavalry and company of infantry that is equipped with the United States magazine rifle, model of 1903. Instructions as to their issue to two expert riflemen, reporting excesses or deficiencies in the authorized allowance thereof, supervision of redistribution by the department commander, etc. (G. O. 206, W. D., 1909.)

**402.** Four gallery practice rifles and 100 holders are allowed to each organization. (G. O. 12, W. D., 1911.)

One United States magazine rifle, fitted with Maxim silencer, will be issued without requisition to each company of infantry, engineers, coast artillery, and signal corps, and to each troop of cavalry, for use in the instruction of recruits in target practice. (G. O. 166, W. D., 1910.)

**403.** For use in guarding prisoners confined at military posts the service rifles and guard cartridges are used; but for the United States Military Prison, Fort Leavenworth, Kans.; for the Pacific Branch, United States Military Prison, Alcatraz Island, Cal., and for the prison guard at Fort William McKinley, Rizal, P. I., repeating shotguns are provided. (G. O. 12, W. D., 1911.)

**404.** Shotguns for hunting purposes will be issued only to troops stationed in Alaska. (G. O. 81, W. D., 1908.)

**405.** United States magazine rifles, caliber .30, model 1903, may be used in swimming or wall-scaling exercises, but company commanders will be held responsible therefor. The rifles will be carefully prepared for swimming exercises by the use of plenty of oil, cosmoline, or other suitable substance, and after each swimming



exercise will be carefully cleaned and dried. In the wall-scaling exercise the rifle will not be thrown from the wall, but will be taken from the top of the wall to the ground on the person of the soldier to whom it belongs in such a manner as to be ready for immediate use on reaching the ground. (G. O. 43, W. D., 1911.)

406. The Ordnance Department will issue on requisition one sub-target gun machine to each squadron of cavalry and battalion of infantry, and not to exceed 10 recording rifle rod outfits for small arms sighting and aiming instruction to each troop of cavalry and to each company of infantry, coast artillery, engineers, and signal corps. (Cir. 15, W. D., 1909.)

407. The Ordnance Department will issue on requisition "Perfection target spotters," as follows: To each company of infantry, troop of cavalry, and company of engineers, 8 for target A, 8 for target B, and 4 for target C, and to each company of coast artillery, 10 for target A. (G. O. 16, W. D., 1910.)

408. One Weldon range finder, with 60-foot steel tape and 4 aiming devices, will be issued to each company of infantry and engineers and to each troop of cavalry. (G. O. 104, W. D., 1906.)

409. The blacksmith's tools that are now authorized for issue to a machine-gun platoon will be issued by the Ordnance Department for the use of the noncommissioned staff and band of each cavalry and field artillery regiment. (Cir. 76, W. D., 1908.)

410. Identification tag is to be worn by each officer and enlisted man, suspended from the neck underneath the clothing, whenever the field kit is worn. At other times it will be habitually kept in the possession of the owner. Tags and tapes are furnished gratuitously by the Quartermaster's Department to enlisted men and at cost price to officers. Steel dies for stamping tags are furnished by the Ordnance Department. (G. O. 204, W. D., 1906; Cir. 45, W. D., 1907; U. R., 78.) The foregoing instructions do not apply to recruits before their assignment to organizations, to members of recruiting parties at general recruiting stations, or to members of permanent parties at general recruit depots. (Cir. 33, W. D., 1909.)

411. The Ordnance Department will furnish, upon requisition, leather waist belt adapters for use with waist belts and bayonet scabbards. (Cir. 31, W. D., 1907.)

412. Saber belts for members of bands to be of enamel leather of color of corps or arm of service. (U. R., 6.)

413. Saber belts and cartridge-carrying devices, when worn with the overcoat, will be worn outside the overcoat. (U. R., 59 (e).)

**414.** Belts for enlisted men on duty at general recruiting stations and when to be worn. (U. R., 38, 59 (f).)

**415.** Tentative method of holding and adjusting the reins of the bit and bridoon prescribed for such organizations as are equipped with same, and for individual officers who have provided themselves with the type of double bridle furnished by the Ordnance Department. (G. O. 146, W. D., 1906.)

**416.** Snaffle bits will hereafter be used on draft horses of field artillery, except on such animals as may be unmanageable without the curb bit. In addition to the snaffle bits issued with the harness, 20 curb bits for each battery will constitute the regular allowance for use with draft horses, and this allowance will not be exceeded except upon approved requisitions setting forth the necessity for the issue. (G. O. 114, W. D., 1909.)

**417.** Cavalry saddle: how packed, articles carried, etc. (C. D. R. 190; W. D. G. O. 23, 1906; U. R., 69, 87, 88, 94.)

**418.** In garrison, the signal "To horse" will not include packing the saddle unless specially directed, but in the field, "To horse" will include packing the saddle in accordance with paragraph 465, Cavalry Drill Regulations. (W. D. dec., Jan. 21, 1911; 14903, O. I. G.)

**419.** Saddle blankets, before being folded and put in the store-room after use, will be dried thoroughly. When in constant use they will be washed at least once a month and will be folded so that the side next to the horse will be changed frequently. (Cir. 47, W. D., 1909.)

**420.** A set of articles of equipment furnished by the Ordnance Department will be kept in the office of the chief of ordnance of every territorial division. (U. R., 45.)

**421.** Enlisted men will not take their arms apart except by permission of a commissioned officer under proper supervision, and only in the manner prescribed in the descriptive pamphlet of the arm issued by the Ordnance Department. (A. R., 292.)

**422.** Company commanders should exercise a careful supervision of all dismounting and assembling of the magazine rifle, particularly in cases where any part is injured. The authorized dismounting and assembling by the soldier, described in the rules for the management of the rifle, should be confined to what is necessary only for instruction under proper supervision, or for the necessary cleaning of the arm. (G. O. 21, A. G. O., 1895.)

**423.** The use of tompons in small arms is forbidden. (A. R., 292.)

424. Attempts to beautify or change the finish of arms is forbidden, but the application of raw linseed oil to the wood parts is allowed. (A. R., 292.)

The use of any cleaning or preserving material in the care and preservation of service arms, other than that furnished by the Ordnance Department for the purpose, is strictly prohibited. (Cir. 37, W. D., 1910.)

425. Instructions for the care, cleaning of bore, etc., of the United States magazine rifle, caliber .30, model of 1903. (Cir. 37, W. D., 1910.)

426. Officers inspecting troops should not require small arms to be free from oil. (Cir. 12, W. D., 1905.)

427. Equipments, how marked. (A. R., 257, 295; Cir. 86, W. D., 1907.) Battalion and squadron identification marks for trunk lockers. (G. O. 186, W. D., 1910.) See also par. 443, *post*.

428. Articles will not be marked with the number of the men in the Hospital and Signal Corps, except the articles issued to men assigned to field companies of the Signal Corps. (A. R., 295.)

429. Gun and carriage equipment for field artillery. (W. D. G. O. 162, 1904; 131, 1907; 72, 216, 1910; Ordnance Department pamphlets No. 1659, Handbook of the 3-inch Field Artillery Material; No. 1771, Handbook of the 4.7-inch Gun Material, model 1906; and No. 1761, Description of the 2.95-inch Mountain Gun, Carriage, and Pack Outfit.)

430. Fire-control equipment for field artillery: Supplied by the Ordnance Department. (G. O. 96, W. D., 1906, par. 1.) By the Signal Corps. (G. O. 159, W. D., 1911.)

431. Previous to drills, inspections, and ceremonies the field glasses, watches, and compasses prescribed for field artillery by G. O. 159, W. D., 1911, will be issued to the personnel mentioned in that order and form part of their equipment. After the drills, inspections, and ceremonies the field glasses, watches, and compasses will be turned in to the officer charged with the care of these articles. (G. O. 159, W. D., 1911.)

432. Equipment for an Engineer company furnished by the Engineer Department. (E. R., 543.)

433. Allowance of reconnaissance instruments and other engineer equipments furnished by the Engineer Department to organizations and posts. (G. O. 73, W. D., 1907, amended by G. O. 51 and 145, 1909; G. O. 221, W. D., 1907, modified by G. O. 8 and 59, W. D., 1910.)

434. The allowances of engineer equipments authorized by G. O. 221, W. D., 1907, are for field service in peace and war, and should

be kept on hand and as nearly intact as practicable at all times. (Par. 3, G. O. 221, W. D., 1907.)

435. Ordinarily no engineer equipment will be furnished to companies of seacoast artillery. Should extraordinary circumstances compel the use of this arm as a mobile force, the prescribed allowance for the corresponding mobile arm will be allotted to the companies so employed. (Par. 3, G. O. 221, W. D., 1907.)

436. The issue of reconnaissance instruments to companies of the Coast Artillery Corps shall only be made when such companies are designated for duty as infantry. (G. O. 51, W. D., 1909.)

437. No separate engineering outfit, except reconnaissance outfits and odometers, will be furnished to the field artillery, but the general equipment of implements and tools to be furnished to the batteries by the Ordnance Department will serve in lieu thereof. (Par. 3, G. O. 221, W. D., 1907.)

438. Commanding officers will see that the organizations under their command are at all times fully supplied with the engineer reconnaissance equipment prescribed in orders of the War Department, that the equipment is in good order and repair, and that selected officers and enlisted men are instructed in its use. (A. R., 456.)

439. Equipment for the Medical Department—report of joint board of medical officers of the Army and Navy, approved by the Secretary of War. (G. O. 84, W. D., 1906.) See M. M. D.

440. Field hospitals and ambulance companies. (M. M. D., 152.)

441. When ambulance companies are organized, there will be issued to the commanding officer of each such company, upon requisition—

12 revolvers, caliber .38, model 1903,

12 boxes, cartridge, revolver, caliber .38,

12 holsters, revolver, Colt, caliber .38,

and the requisite number of cartridges, ball, caliber .38, for use therewith, not to exceed 40 rounds for each revolver issued. (G. O. 82, W. D., 1911.)

442. In order that they may be kept in serviceable condition, complete and ready in all respects for field use, and that medical officers and enlisted men of the Hospital Corps may familiarize themselves with the equipment, surgeons at posts where regimental field hospitals are placed will pitch these hospitals once in every three months. (G. O. 75, W. D., 1903.)

NOTE.—The following is a list of posts at which there were regimental hospitals September 30, 1911: Benjamin Harrison, Bliss,

Boise Barracks, Columbus Barracks, Crook, D. A. Russell, Des Moines, Douglas, Ethan Allen, Huachuca, Jay, Lawton, Leavenworth, Logan, Madison Barracks, McPherson, Meade, Myer, Oglethorpe, Plattaburg Barracks, Presidio of Monterey, Presidio of San Francisco, Riley, Robinson, Sam Houston, San Juan, Schofield Barracks, Sheridan (2), Sill, Snelling, Vancouver Barracks, Wayne, W. H. Harrison.

443. Whenever there is suitable storage room available at hospitals, the small articles listed in paragraph 325 of the Manual of the Medical Department, 1902, (see M. M. D., 1911, par. 870), such as flags, tools, and stoves, etc., will be procured by the surgeon on memorandum receipt and kept there with the medical field equipment. (G. O. 75, W. D., 1903.)

444. Hospital Corps knives and scabbards are made to form part of the arms and equipments of enlisted men of the Hospital Corps, both in garrison and in the field, by G. O. 23, W. D., 1906, and should be worn at inspection in ranks under arms. (Secretary of War, Mar. 10, 1910; 13912-A, O. I. G.)

445. Horse equipments for mounted members of the Hospital Corps. (G. O. 169, W. D., 1911; M. M. D., 39, 999.)

446. Horses and horse equipments especially furnished for the use of enlisted men of the Hospital Corps will be cared for by such enlisted men. (Cir. 92, W. D., 1909.) See G. O. 169, W. D., 1911.

447. Two types of first-aid packets are supplied by the Medical Department, the field packet in a sealed metal case and the instruction packet in a cardboard box. The field packet forms part of the full equipment of enlisted men and will be carried in a canvas pouch (supplied by the Ordnance Department) hooked to the cartridge belt. Instructions as to use, inspection, accountability, allowance of instruction packets, etc. (Cirs. 2 and 16, W. D., 1908. Also see G. O. 23, W. D., 1906.) For further instructions as to how carried, see U. R., 73.

448. First-aid pouches are to be marked with the small marking outfits issued by the Ordnance Department, as indicated in the following specimen:

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(Secretary of War, Oct. 30, 1908; 12772, O. I. G.)

449. Equipments such as canteens, haversacks, etc., which, due to changes in organization or the transfer of enlisted men, are not now correctly marked will be used until they become unserviceable, when they will be replaced by new equipments. (Cir. 33, A. G. O., 1901.) Although this is expressed in terms applicable to a past date, the principle enunciated continues to be correct. (O. I. G.)

The Ordnance Department supplies, on requisition, khaki-colored blanco to cover the markings on haversacks and canteens, in order that new markings may be placed thereon, if desired. (Chief of Ordnance, June 10, 1909; 13124, O. I. G.)

450. It is forbidden to use any dressing or polishing material on the leather accouterments or equipments of the soldier, the horse equipments for cavalry, or the artillery harness, except the preparations supplied by the Ordnance Department for that purpose. (A. R., 293.)

451. Instructions for the cleaning and preservation of leather equipments. (Cir. 23, W. D., 1910.)

452. Equipments will be fitted to the men under the direction of an officer. All other changes are prohibited. (A. R., 294.)

453. In quarters arms will be kept in racks and accouterments and sabers will be hung up by the belts. (A. R., 285.)

454. Facilities for repair of arms and equipments, etc., furnished to posts by the Ordnance Department. (G. O. 162, W. D., 1911.)

455. Nine whistles will be issued to each infantry company of the Regular Army, without requisition, by the Quartermaster's Department. (G. O. 164, W. D., 1911.)

456. Equipments for troops in the field furnished by the Quartermaster's Department. (G. O. 95, W. D., 1908, amended by G. O. 120, 157, W. D., 1910, and G. O. 169, W. D., 1911.)

457. Blankets will be issued on memorandum receipts to company and detachment commanders for use of the men of their commands. (G. O. 67, W. D., 1911, p. 4.) Allowance, renovation, etc., of such blankets. (G. O. 147, W. D., 1911.)

458. Commissaries at posts will keep on hand a sufficient quantity of field cooking equipment to supply all organizations at the posts and 25 per cent additional as a reserve supply. (M. S. D., 247; for company and detachment field ranges complete, see M. S. D., 263, 264.)

459. Commissaries at posts will supply the organizations thereof with the necessary field ranges, complete, on memorandum receipts of their respective commanding officers, who will be responsible for the care and preservation of the property and see that it is kept prop-

erly cleaned and greased, to prevent rust. The commanding officer will cause this property to be thoroughly inspected once every two months. (M. S. D., 248.)

460. When organizations are ordered to indefinite field service field ranges complete for companies will be invoiced to the commissary of the organization, who thus becomes accountable for them and issues them on memorandum receipts to the company commanders. The latter should not be required to assume accountability for subsistence property. (M. S. D., 249.)

461. Instructions for preparing field range No. 1 for pack transportation. (Cir. 4, O. C. G., 1911.) Instructions for installing and operating field ranges Nos. 1 and 2. (Cir. 10, O. C. G., 1910.)

462. Organization, personnel, and equipment of a field bakery. (M. S. D., 265, amended by G. O. 105, W. D., 1911.)

463. Allowance of field ranges, field bakeries, commissary chests, field desks, folding platform scales, and field safes, subsistence property, to be kept in possession of organizations for use in permanent or maneuver camps and in the field when authorized. (M. S. D., 243, amended by G. O. 105, W. D., 1911.)

464. Hereafter a field bakery will not normally form part of a division. (G. O. 104, W. D., 1911.)

465. Instructions for handling field bakery equipment. (Cir. 4, O. C. G., 1910.)

466. Instructions for the care and preservation of field cooking and bakery equipment, etc. (Cir. 2, O. C. G., 1910.)

467. Kitchen car equipment furnished by the Subsistence Department. (M. S. D., 266.)

468. Portable gas cooker equipment. (M. S. D., 267.) Instructions in connection with the use of the portable gas cooker. (Cir. 7, O. C. G., 1909.)

469. Equipment for a field company of the Signal Corps. (Cir. 3, W. D., Signal Office, 1911; G. O. 24, W. D., 1911.)

470. Signal Corps visual signaling equipment for a coast artillery post. (G. O. 209, W. D., 1909.)

471. The Signal Corps will issue to each company of infantry and Philippine Scouts, and to each troop of cavalry, machine-gun platoon, and company of coast artillery a visual signaling outfit consisting of two flag kits (2-foot) and two field glasses; to be accounted for by the organization commanders, and not to be transferred to a post signal officer or district artillery engineer. (G. O. 16, W. D., 1910; G. O. 164, W. D., 1911.)

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472. The visual signaling equipment issued to companies naturally belongs with the men who are "able to exchange messages," and should be carried whenever organizations are equipped for the field. (Secretary of War, Oct. 27, 1910; 14576-A, O. I. G.)

473. The placing of any individual or organization identification marks on Signal Corps field glasses and telescopes or on any portion of the carrying cases of the same, except on the unfinished side of the carrying straps, is prohibited. (G. O. 51, W. D., 1911.)

## ARMY.

474. Reorganization of the line and staff etc.: Line and staff (act Feb. 2, 1901, 31 Stat. L., 748-758; G. O. 9, A. G. O., 1901).

General Staff Corps (act Feb. 14, 1903, 32 Stat. L., 831; G. O. 15, A. G. O., 1903); Chief of Staff: Duties, duration of detail, etc. (G. O. 15, 120, A. G. O., 1903); Chief of Coast Artillery additional member of the General Staff Corps (act Jan. 25, 1907; 34 Stat. L., 861; G. O. 24, W. D., 1907.)

Adjutant General's Department. (Act Apr. 23, 1904, 33 Stat. L., 262; act Mar. 2, 1907, 34 Stat. L., 1158.)

Inspector General's Department. (See pars. 1-4, *ante*.)

Quartermaster's Department officers. (Act Mar. 3, 1911; G. O. 45, W. D., 1911, p. 15.)

Medical Department. (Act Apr. 23, 1908, 35 Stat. L., 66; G. O. 67, W. D., 1908.)

Medical Corps. (Act Apr. 23, 1908, 35 Stat. L., 66; G. O. 67, W. D., 1908.)

Medical Reserve Corps. (Act Apr. 23, 1908, 35 Stat. L., 68; G. O. 67, W. D., 1908; act June 22, 1910; G. O. 126, W. D., 1910.)

Dental Corps. (Act Mar. 3, 1911; G. O. 45, W. D., 1911, p. 29.)

Contract surgeons. (Act Feb. 2, 1901, 31 Stat. L., 752; M. M. D., 44.)

Hospital Corps (act Mar. 2, 1903, 32 Stat. L., 930; G. O. 24, A. G. O. 1903); acting cooks authorized (act May 11, 1908, 35 Stat. L., 109; W. D. G. O. 80, 1908; 65, 1909); mounted men of the Hospital Corps (A. R. 1457; G. O. 88, W. D., 1905; Cir. 52, W. D., 1905; G. O. 39, W. D., 1911).

Field hospitals: Peace (M. M. D., 149); war (M. M. D., 582, 656, 749).

Ambulance companies: Peace (M. M. D., 149); war (M. M. D., 580, 749).



Female Nurse Corps. (Act Feb. 2, 1901, 31 Stat. L., 753; G. O. 9, A. G. O. 1901; act Mar. 23, 1910; G. O. 54, W. D., 1910, p. 9.)

Pay Department: Paymasters' clerks. (Act Mar. 3, 1911; G. O. 45, W. D., 1911, p. 13.)

Corps of Engineers. (Act Apr. 23, 1904, 33 Stat. L., 263; G. O. 76, W. D., 1904; act Feb. 27, 1911, G. O. 83, W. D., 1911.)

Ordnance Department (act June 25, 1906; 34 Stat. L., 455; G. O. 191, W. D., 1906); rank of officers detailed in (act Mar. 3, 1909, 35 Stat. L., 751; G. O. 49, W. D., 1909, p. 31).

Signal Corps: Officers (act Mar. 2, 1903, 32 Stat. L., 932; G. O. 24, A. G. O., 1903, p. 9); enlisted men (act Apr. 23, 1904, 33 Stat. L., 261; G. O. 76, W. D., 1904, pp. 4, 5; act Mar. 23, 1910; G. O. 54, W. D., 1910, p. 5).

Bureau of Insular Affairs. (Act July 1, 1902, 32 Stat. L., 712; act June 25, 1906, 34 Stat. L., 456; act Mar. 2, 1907, 34 Stat. L., 1162; act Mar. 23, 1910, G. O. 54, W. D., 1910, p. 8.)

Chaplains. (Act Apr. 21, 1904, 33 Stat. L., 228; G. O. 79, W. D., 1904; act June 12, 1906, 34 Stat. L., 256; G. O. 115, W. D., 1906; act Jan. 25, 1907, 34 Stat. L., 864; G. O. 24, W. D., 1907.)

Artillery, Field and Coast. (Act Jan. 25, 1907; 34 Stat. L., 861; G. O. 24, W. D., 1907.)

Porto Rico Regiment of Infantry. (Act Apr. 23, 1904, 33 Stat. L., 266; G. O. 76, W. D., 1904; act May 27, 1908, 35 Stat. L., 392; G. O. 100 W. D., 1908, p. 70.)

Philippine Scouts. (See Philippine Scouts, p. 166.)

Indian Scouts. (Act Aug. 12, 1876, 19 Stat. L., 131; G. O. 88, A. G. O., 1876; act Feb. 2, 1901, 31 Stat. L., 748; G. O. 9, A. G. O., 1901.)

475. United States Military Academy band and detachments for which pay is appropriated in act approved March 3, 1911 (G. O. 45, W. D., 1911, pp. 37-39): Band, 41; field musicians, 24; general Army service, 200; cavalry detachment, 100; artillery detachment, 136; total enlisted, 501.

476. Service school detachments authorized (act Mar. 3, 1909, 35 Stat. L., 733; G. O. 49, W. D., 1909, p. 2); organization, composition, and assignment (G. O. 118, W. D., 1909, amended by W. D. G. O. 25, 173, 1910; 61, 72, 1911).

477. Recruit depot companies (act June 12, 1906, 34 Stat. L., 242; G. O. 115, W. D., 1906, p. 4; act Mar. 3, 1909, 35 Stat. L., 741; G. O. 49, W. D., 1909, p. 14); recruit depot band (act Mar. 3, 1909, 35 Stat. L., 745; G. O. 49, W. D., 1909, pp. 20-21).

478. United States Military Prison companies (act June 12, 1906, 34 Stat. L., 242; G. O. 115, W. D., 1906, p. 4).

479. Remount depot detachments (act Mar. 3, 1911; G. O. 45, W. D., 1911, p. 21).

480. Mine planter detachment shall ordinarily consist of 3 non-commissioned officers, at least 1 of whom shall be a sergeant, and 13 privates, at least 1 of whom shall be a cook. (Regulations for Mine Planters, par. 18.)

481. Headquarters detachments (detailed) for cavalry, field artillery and infantry, and mounted scouts (detailed) for infantry. (G. O. 138, W. D., 1911.)

482. Mounted orderlies for field artillery. (Act Jan. 25, 1907, 34 Stat. L., 862; G. O. 24, W. D., 1907, p. 3; G. O. 188, W. D., 1911.)

483. Enlisted strength of the cavalry, field artillery, coast artillery corps, infantry, engineers, staff departments, etc. (G. O. 138, W. D., 1911.)

484. Authorized enlisted strength of troops of cavalry, batteries of field artillery, and companies of coast artillery corps, infantry, and engineers, as fixed by G. O. 138, W. D., 1911, and of field companies of the Signal Corps, as fixed by G. O. 24, W. D., 1911:

Rank or designation.	Cavalry.	Light and mountain batteries.	Horse batteries.	Coast Artillery.	Infantry.	Engineers.	Signal.
Master signal electricians.....							2
First-class sergeants.....							7
First sergeant.....	1	1	1	1	1	1	
Quartermaster sergeant.....	1	1	1	1	1	1	
Stable sergeant.....		1	1				
Sergeants.....	6	6	6	8	4	12	10
Corporals.....	6	12	12	12	6	18	17
Cooks.....	2	3	3	2	2	2	2
Farrier.....	1						
Horseshoers.....	1	1	1				
Saddler.....	1						
Wagoner.....	1						
Chief mechanic.....		1	1				
Mechanics.....		3	4	2			
Artificer.....					1		
Trumpeters.....	2						
Musicians.....		2	2	2	2	2	
First-class privates.....						64	45
Second-class privates.....						59	
Privates.....	43	102	118	76	48		13
Total.....	65	133	150	104	65	159	96

485. Additional sergeants allowed certain infantry and field artillery regiments, to provide for details to duty with the Organized Militia. (G. O. 133, W. D., 1911.)

486. Provisional battalions and regiments, coast artillery troops. (G. O. 229, W. D., 1910, par. 9.)

487. Provisional machine-gun troops. (G. O. 149, W. D., 1910.) Provisional machine-gun companies. (Sec. 24, F. S. R.)

488. Machine-gun platoon: Of an infantry regiment—1 sergeant, 2 corporals, 18 privates; of a cavalry regiment—4 corporals and 20 privates (G. O. 138, W. D., 1911.)

489. When a machine-gun platoon is messes separately, an acting cook should be detailed from the privates of the platoon. (War Department dec. Oct. 5, 1910, published in Cir. 83, Dept. of the Gulf, 1910.)

490. For instruction at field exercises, maneuvers, etc., temporary brigades and divisions may be formed and necessary staffs provided. (Sec. 5, F. S. R.)

491. Organization of the Army for war. (F. S. R., Art. I.)

492. First field army district designated, and organization of first field army for instruction and mobilization announced. (G. O. 35, W. D., 1910, amended by W. D., G. O. 97, 178, 1910; 51, 1911.)

493. Four years' detail of line officers to the staff in the Adjutant General's, Inspector General's, Quartermaster's, Subsistence, and Pay Departments. (Act Feb. 2, 1901, 31 Stat. L., 755; G. O. 9, A. G. O., 1901, p. 11.) Ordnance Department. (Act Feb. 2, 1901, 31 Stat. L., 755; G. O. 9, A. G. O., 1901, p. 11; act June 25, 1906, 34 Stat. L., 455; G. O. 191, W. D., 1906.) Signal Corps. (Act Feb. 2, 1901, 31 Stat. L., 755; G. O. 9, A. G. O., 1901, p. 11; act Mar. 2, 1903, 32 Stat. L., 932; G. O. 24, A. G. O., 1903, p. 9.)

494. Line officers, not exceeding 200, detached for duty with the Organized Militia and for other duty the usual period of which exceeds one year, are subject to the provisions of section 27 of the act approved February 2, 1901, with reference to details to the staff corps; proportion to be detailed from each arm, etc. (Act Mar. 3, 1911; G. O. 45, W. D., 1911, p. 14; see also G. O. 33, W. D., 1911.)

495. Old and new designations of field artillery organizations. (G. O. 118, W. D., 1907.)

496. Number of enlisted men of the coast artillery that may be rated as plotters; observers, first class; observers, second class; casemate electricians; chief planters; chief loaders; gun commanders, and gun pointers, under the provisions of the act of Congress approved

May 11, 1908. (G. O. 89, W. D., 1908, amended by G. O. 109, W. D., 1910.)

497. Increased pay. (Act May 11, 1908, 35 Stat. L., 108; G. O. 80, W. D., 1908; act May 28, 1908, 35 Stat. L., 481; G. O. 100, W. D., 1908.)

498. Tour of service of troops in the Philippine Islands to be two and one-half years. (Secretary of War, Oct. 27, 1911; 9028-E, O. I. G.)

499. Policy of the War Department with respect to the attendance of troops of the Regular Army at camps of instruction with the Organized Militia, national celebrations, expositions, military tournaments, State or county fairs, carnivals, festivals, reunions, and celebrations of a local or commercial character. (G. O. 230, W. D., 1910.)

## ARMY TRANSPORTS.

500. In all cases when practicable an embarkation order will be issued by proper authority designating the commanding officer of troops for the voyage; in the absence of such order the senior line officer authorized to sail on the transport will assume command of the troops embarked, and will be directly responsible for the discipline of his command. (T. R., 225.)

501. Status of officers assuming command of troops embarked on transports as provided for in T. R. 225. (Cir. 88, W. D., 1908.)

502. Assignment to duty on transports of, and assumption of command of troops aboard by, officers proceeding to the United States for the purpose of availing themselves of leaves of absence, and those returning to their stations outside the continental limits of the United States from absence with leave. (G. O. 37, W. D., 1910.)

Officers of the line and staff of the Army, not attached to organizations, who are under orders from the War Department to proceed to the Philippine Islands, and officers who are returning to those islands from leave of absence, by the customary route of travel, are to report in person to the commanding general, Western Division, for assignment, if necessary, pending the sailing and during the voyage, to such duty as may be required of them with casual detachments or in charge of treasure en route on the transport; duties of the division commander. (G. O. 168, W. D., 1911.)

503. *Held*, that a captain of cavalry was not entitled, in virtue of his office as assistant chief of Philippine Constabulary with rank of colonel, to assume command of the troops on board of a transport; that this duty fell to the officer "highest in rank of the line of the



523. The ruling of the office of the Commissary General has always been that meals shall be charged from the first meal served on board the transport after embarkation of the passenger to the last meal served before debarkation, both inclusive, and no deductions should be allowed on account of absence from such meals. (Commissary General, Feb. 3, 1911; 5232-V, 6, O. I. G.)

524. Protection of subsistence stores during fumigation of transports. (T. R., 86.)

525. Medical inspection of troops ordered for service beyond the sea, men unfit for such service, infectious or contagious diseases, vaccination, etc. (T. R., 194.)

526. Provision that all officers and enlisted men while on board Army transports may not, at any time, be without medical attendance. (G. O. 48, W. D., 1908.)

527. Arrangements will be made for a paymaster or special disbursing agent of the Pay Department to take passage on each Army transport conveying troops to and from the Philippine Islands via the Suez Canal, for purpose of making payments en route. (Recommendation of Paymaster General, approved by Secretary of War Aug. 17, 1909; 5290-P, O. I. G.)

528. No post record books will be supplied for the special use on United States Army transports of the commanding officer of troops on board. (Chief of Staff, Dec. 7, 1905; 4671-R, 1, O. I. G.)

529. Blank forms issued by the Adjutant General's Department, how supplied transport quartermasters and commanding officers of organizations under orders to sail on transports; will not be furnished to transport quartermasters for the use of troops on board changing station, etc. (G. O. 26, W. D., 1909.)

530. Gambling prohibited on transports. (T. R. 217.) Regulations relative to intoxicating liquors on board transports. (T. R. 61, 221, 258, 265.)

531. Action to be taken with a view to the punishment of the offender when an offense is committed on an Army transport. (G. O. 208, W. D., 1910; 4481-A. P., O. I. G.)

532. Rights and powers of the military on board transports in the case of civilians who refuse to submit to military discipline. (Cir. 19, A. G. O., 1903.)

533. In the absence of specific orders from the President detaching officers of the Marine Corps for service with the Army, the 122d Article of War does not authorize such officers to command troops of the Army, and such officers will neither be assigned nor permitted by commanding generals or other officers of the Army

to command troops of the Army on Army transports or elsewhere. (G. O. 161, W. D., 1909; 5391-I, 2, O. I. G.) See Cir. 66, W. D., 1909.

584. Status of enlisted men of the Navy and Marine Corps while being transported on an Army transport, as to police, guard duty, receiving orders, etc. (G. O. 7, W. D., 1909.)

585. The Acting Secretary of the Navy, September 8, 1911, issued instructions directing that, in transferring enlisted men of the Navy and Marine Corps to a hospital on board of an Army transport from another hospital, hospital transportation be called for instead of troop transportation, in order that the hospital fund under charge of the transport surgeon may get the benefit of the 30 cents ration allowance. (15608, O. I. G.)

586. *Provided*, That no part of this appropriation shall be applied to the payment of the expenses of using transports in any other Government work than the transportation of the Army, its supplies and employees; and when, in the opinion of the Secretary of War, accommodations are available, transportation may be provided for the officers, enlisted men, employees, and supplies of the Navy, Marine Corps, and for members and employees of the Philippine and Hawaiian Governments, officers of the War Department, Members of Congress, other officers of the Government while traveling on official business, and without expense to the United States, for the families of those persons herein authorized to be transported, and when accommodations are available, transportation may be provided for general passengers to the Island of Guam, rates and regulations therefor to be prescribed by the Secretary of War. (Act making appropriation for the support of the Army for the fiscal year ending June 30, 1908, approved Mar. 2, 1907; 34 Stat. L., 1170; G. O. 48, W. D., 1907, p. 22.)

587. *Provided*, That hereafter when, in the opinion of the Secretary of War, accommodations are available, transportation on vessels of the Army transport service may be furnished the officers, employees, and enlisted men of the Revenue-Cutter Service, and their families, without expense to the United States, and also secretaries and supplies of the Army and Navy Department of the Young Men's Christian Association: *Provided further*, That hereafter when there is cargo space available without displacing military supplies, transportation may be provided for merchandise of American production consigned to residents and mercantile firms of the Island of Guam, rates and regulations therefor to be prescribed by the Secretary of War. (Act Mar. 8, 1911; G. O. 45, W. D., 1911, p. 24.)

538. Instructions relative to furnishing transportation on Army transports for members of the families of officers and enlisted men of the Army, Navy, and Marine Corps, and of employees thereof, of officers and employees of the Philippine and Hawaiian civil governments, of officers of the War Department, of Members of Congress, and of other officers of the Government while traveling on official business. (G. O. 167, W. D., 1910.)

539. Hereafter no steamship in the transport service of the United States shall be sold or disposed of without the consent of Congress having been first had or obtained. (Act Mar. 2, 1907; 34 Stat. L., 1170; G. O. 48, W. D., 1907, p. 21.)

540. Action to be taken in the case of loss or destruction of, or damage to, an Army transport. (A. R., 720.)

541. Instructions relative to the interisland transport service, Philippine Islands. (G. O. 1, P. D., 1909.)

542. All quartermasters and commissaries on interisland transports, Philippine Islands, to be relieved and replaced by quartermaster's agents; the master of the ship to be given full and paramount control and responsibility for the ship, its personnel and cargo, and for its passengers, except in so far as military control of the passengers is concerned, etc. Commanding General, Philippines Division, authorized to issue regulations to carry the foregoing instructions into effect. (Secretary of War, Aug. 8, 1911; 4481-AQ, O. I. G.) For instructions issued by the division commander, see G. O. 82, Phil. Div., 1911.

#### ARTICLES OF WAR.

543. Shall be read and published, once in every six months, to every garrison, regiment, troop, or company in the service of the United States. (Art. 128.)

544. Such of the Articles of War as relate specially to the duties and rights of enlisted men and the penalties for military crimes will be plainly read and, so far as necessary, explained to each applicant for enlistment just before administering to him the oath of enlistment. Within six days thereafter the Articles of War will be read to the recruit. (A. R., 873.)

#### BADGES AND MEDALS.

545. Medals of honor: New design, conditions of award, how obtained, etc. (Act Apr. 23, 1904, 33 Stat. L., 274; G. O. 76, W. D., 1904, p. 27; Cir. 36, W. D., 1904; A. R. 181, 182, 187.)

May be replaced if lost or destroyed through no fault of the beneficiary, etc. (Joint Res. Apr. 15, 1904, 33 Stat. L., 588; G. O. 77, W. D., 1904; Joint Res. Feb. 27, 1907, 34 Stat. L., 1422; G. O. 54, W. D., 1907.)

546. An oral recommendation for the award of a medal of honor can not be regarded as "official records" of the War Department within the meaning of the act of Congress approved April 23, 1904. (Cir. 22, W. D., 1905.)

547. Names of officers and men to whom medals of honor have been awarded since 1897, with grounds of awards. (G. O., A. G. O., 15, 1900; 86, 1902; G. O., W. D., 32, 1904; 165, 1909; 207, 1910.)

NOTE.—Since 1906 the "Official Army Register" shows the name of each officer to whom a medal of honor has been awarded, with the initials "M. H." thereunder.

548. The presentation of a medal of honor is to be made with formal and impressive ceremonial; instructions as to time and place of presentation, by whom to be presented, etc. (G. O. 158, W. D., 1905.)

549. A certificate of merit badge will be issued for each certificate of merit awarded. (Cir. 33, W. D., 1908.) For conditions of award of certificates of merit, see A. R., 183-187.

550. Names of enlisted men to whom certificates of merit have been awarded since 1897, with grounds of awards. (G. O., A. G. O., 15, 1900; 86, 1902; G. O., W. D., 32, 1904; 107, 1905; 143, 1907; 109, 1908; 134, 1909; 127, 1910; 92, 1911.)

551. Campaign badges: Instructions as to award, issue, etc. (G. O. 4, W. D., 1905, amended by G. O. 123, W. D., 1905; G. O. 129, W. D., 1908, amended by G. O. 23, W. D., 1911; G. O. 96, W. D., 1909.) List of campaigns for which awarded. (G. O. 129, W. D., 1908, amended by G. O. 23, W. D., 1911.) Honorable service required to entitle to. (G. O. 129, W. D., 1908, par. 7.) For contract surgeon or dental surgeon. (G. O. 129, W. D., 1908, pars. 3 and 5.) For veterinarians of cavalry and field artillery. (G. O. 129, W. D., 1908, pars. 4, 5.)

552. An officer or enlisted man of the Army who rendered, while an officer or enlisted man of the Navy or Marine Corps, service that would have entitled him to a campaign badge had it been rendered as an officer or enlisted man of the Army, is entitled to wear such campaign badge. (U. R., 58 (n).)

553. Issue of Spanish campaign badge for service on United States Army hospital ships during the War with Spain. (Cir. 88, W. D., 1908.)



554. Only one Indian campaign badge will be issued to an officer or an enlisted man, notwithstanding the fact that service may have been rendered in more than one Indian campaign. (G. O. 129, W. D., 1908, par. 6.)

555. Medals and badges: Kinds, how worn, occasions, etc. (U. R., 56-58, and "Tables of Occasions.")

556. Ribbons and bars: To be worn in lieu of medals and badges, how worn, occasions, etc. (U. R., 96, and "Tables of Occasions.")

Sale to officers and allowance for issue to enlisted men. (Cir. 82, W. D., 1908.)

557. Neither badges, medals, nor ribbons will be worn by officers suspended from rank and command or by enlisted men serving sentence of confinement. (U. R., 58 (q.), 96 (f).)

558. The wearing with the Army uniform of a bronze medal awarded a midshipman in the Navy is not authorized. (W. D. dec., Nov. 10, 1909; 13726, O. I. G.)

559. Badges, medals, and insignia pertaining to the Ordnance Department, how dropped from returns when issued. (Cir. 8, W. D., 1908.)

560. Instructions as to the issuing, replacing, selling for wear on separate coats, etc., of the badge for first class gunners of Field Artillery. (G. O. 25, W. D., 1909.) As to the issuing to enlisted men of companies of C. A. C. of the badge for excellence in heavy gun and mortar battery target practice (figure of merit). (Cir. 59, W. D., 1910.)

## BAGGAGE.

561. Field allowance of baggage for officers both in campaign and permanent camp and normal campaign allowance of baggage for enlisted men will be that prescribed in Field Service Regulations. (G. O. 66, W. D., 1911.) See F. S. R. 231.

562. When troops are on practice or other marches involving absence from garrison over night the allowance of baggage will be fixed by the commanding officer. (G. O. 66, W. D., 1911.)

563. Dimensions of field boxes or bundles for officers' personal. (G. O. 201, W. D., 1905, Par. I; see par. 377, *ante*.)

564. Use of Army trunk locker authorized for the personal baggage of officers taking the field. (Cir. 42, W. D., 1906.)

565. Allowance of baggage to be transported upon change of station, money allowance for packing and crating, etc. (A. R. 1141.)

566. The term "personal baggage" referred to in paragraph 1144, Army Regulations, as amended by paragraph I, G. O., 12, W. D.,

January 23, 1909 [A. R. 1151, 1910], is interpreted to include the horse equipments issued under the provisions of paragraph 1537, Army Regulations, as amended by paragraph I, G. O., 153, W. D., September 23, 1908 [A. R. 1542, 1910]. (Cir. 47, W. D., 1909.)

## BANDS.

567. Army bands or members thereof are prohibited from receiving remuneration for furnishing music outside the limits of military posts when the furnishing of such music places them in competition with local civilian musicians. (Act May 11, 1908, 35 Stat. L., 110; G. O. 80, W. D., 1908, p. 8; act May 28, 1908, 35 Stat. L., 432; G. O. 100, W. D., 1908, p. 33; A. R. 261; Cir. 97, W. D., 1908.)

568. Army bands (including post volunteer bands) as such are not permitted to take part in the meetings of any political party. (Secretary of War, Oct. 24 and Nov. 19, 1910; 14434-A, O. I. G.)

569. The War Department has no objection to a volunteer band, detailed from the troops at the post, it being a matter that can well be left to the post commander to regulate. (Chief of Staff, Dec. 3, 1904; 9692, O. I. G.)

570. Volunteer bands authorized in battalions of the Philippine Scouts. (G. O. 71, P. D., 1909.) Issue of musical instruments to such bands. (G. O. 8, W. D., 1908; G. O. 71, P. D., 1909.)

571. Only colored men will be appointed hereafter as chief musicians of colored regiments. (G. O. 52, W. D., 1909.)

572. Authorized enlisted strength of bands: Cavalry, field artillery, and coast artillery—1 chief musician, 1 chief trumpeter, 1 principal musician, 1 drum major, 4 sergeants, 8 corporals, 1 cook, and 11 privates; total, 28. Infantry and engineer, same as cavalry, except there is no chief trumpeter, and there are 12 privates instead of 11, the total being the same. (G. O. 138, W. D., 1911.) See secs. 24-28, F. S. R.

573. One of the companies at each recruit depot shall have the organization of an infantry band, to which recruits showing an aptitude for music may be attached for examination and instruction before assignment to organizations in the Army. (Act Mar. 3, 1909, 35 Stat. L., 745; G. O. 49, W. D., 1909, pp. 20-21.)

## BATTALIONS AND SQUADRONS.

574. The battalion, in a regiment, is appropriately commanded by a field officer, normally a major, regularly assigned in orders. In

the absence of its regular commander the command devolves upon the senior officer of the battalion on duty with it, unless a field officer has been assigned as contemplated in A. R., 247. (A. R., 244.)

575. A lieutenant colonel may be appropriately assigned to the command of any part of a regiment larger than a battalion, or to the command of a battalion in the absence of its major. (A. R., 247.)

576. In case of the temporary disability of a battalion commander, the command would naturally devolve on the officer next in rank in that battalion. (Cir. 58, A. G. O., 1899.)

An officer upon whom the command of a squadron or battalion devolves by reason of his being the senior officer of the squadron or battalion with which he is serving will not, because of the assumption of such command, be relieved from the performance of duties which normally devolve upon him, but will continue to command the troop, battery, or company to which he is assigned, or to exercise the functions of a squadron or battalion staff officer, as the case may be. (G. O. 211, W. D., 1909.)

577. The battalion, in a regiment, is not an administrative unit and has no separate records. (A. R., 244.)

A. R., 235, of 1904, as amended by paragraph I, G. O. 139, W. D., 1907 [A. R., 244, 1910] is not to be interpreted as eliminating the battalion or squadron commander from the channels through which correspondence regarding the personnel, instruction, discipline, and equipment of his command should pass. Under such regulation, however, no official record will be kept by the battalion or squadron commander of such correspondence. (Cir. 20, W. D., 1908.)

578. Provisional battalions may be designated, by whom and when. (A. R., 244.)

579. The position of the squadron standard at drill should correspond by analogy with that of the regimental standard and is back with the reserve or with the led horses. (Cir. 63, W. D., 1910.)

#### BICYCLES.

580. The Quartermaster's Department will furnish two bicycles to each military post and one additional bicycle to each battalion in excess of two serving at the post when, in the opinion of the Quartermaster General, conditions warrant such issue. (Cir. 71, W. D., 1907.)

#### BLANK FORMS.

581. The standard blank forms used in Army administration, with the notes and directions thereon, have the force and effect

of Army Regulations. Requisitions therefor will call for them by number and name. (A. R., 1593.)

582. Manuscript returns, rolls, certificates, and other documents are prohibited when the proper printed forms are on hand. (A. R., 1594.)

583. The following blank forms are furnished from Office of the Inspector General of the Army, viz:

No. 1: Inventory and Inspection Report of Public Property.

No. 1a: Inner sheets of Form No. 1.

No. 2: Inventory and Inspection Report of Public Animals.

No. 2a: Inner sheets of Form No. 2.

No. 3: Report of an Inspection and Statement of Money Accountability.<sup>1</sup>

No. 3a: List of Checks Outstanding.<sup>1</sup>

No. 4: Inspector General's Memoranda, Inspection of a National Cemetery.<sup>2</sup>

No. 5: Inspector General's Memoranda, Inspection of a Post.<sup>2</sup>

No. 5a: Inspector General's Memoranda, Coast Artillery Inspection.<sup>2</sup>

No. 28: Card for use in inspection of money accounts.<sup>1 2</sup>

## BOARDS OF OFFICERS.

584. Cavalry board. (G. O. 210, W. D., 1905.)

585. Coast Artillery board, Fort Monroe. (G. O. 107, W. D., 1909.)

586. Field Artillery board. (G. O. 156, W. D., 1905; G. O. 82, W. D., 1911.)

587. Infantry board. (G. O. 45, A. G. O., 1903.)

588. Promotion of officers. (G. O. 192, W. D., 1909.)

589. Examination of applicants for appointment as chaplains. (Cir. 24, W. D., 1908.)

590. For examination of the members of each graduating class, United States Military Academy, as to their fitness for mounted service. (G. O. 109, W. D., 1910.)

591. For the mental and physical examination of candidates selected for appointment as cadets at the United States Military Academy. (W. D. Cir. E, May 24, 1911.)

592. Appointments in the Medical Corps. (A. R., 1411; M. M. D., 4, 9; G. O. 112, W. D., 1911.)

<sup>1</sup> Not to be used in the inspection of quasi public funds, such as company or post exchange, except for the convenience of the inspector only. (13505-R, O. I. G.)

<sup>2</sup> Furnished to inspectors general and acting inspectors general only.

**593.** Appointments in the Medical Reserve Corps. (G. O. 94, W. D., 1908; M. M. D., 15.)

**594.** Appointments in the Dental Corps. (G. O. 45, W. D., 1911, p. 30; M. M. D., 19.)

**595.** Examination of enlisted men for advancement to the grade of second lieutenant. (A. R., 30; W. D. G. O. 79, 1909; 131, 1911.)

**596.** Examination of applicants from civil life for appointment as second lieutenant in the Corps of Engineers. (G. O. 139, W. D., 1911.)

**597.** Examination of applicants from civil life for appointment to the position of second lieutenant in the cavalry, field artillery, and infantry. (G. O. 53, W. D., 1911.)

**598.** Examination of applicants from civil life for appointment of second lieutenant in the Coast Artillery Corps, and of lieutenants of the Army for transfer to that corps. (G. O. 65, W. D., 1911.)

**599.** Appointments and promotions of officers of the Porto Rico Regiment of Infantry. (G. O. 193, W. D., 1908.)

**600.** Appointments and promotions of officers, Philippine Scouts. (W. D. G. O. 195, 1908; 217, 1909.)

**601.** Examination of persons specially qualified to hold commissions in any volunteer force other than the Organized Militia. (G. O. 57, W. D., 1909, amended by G. O. 26, W. D., 1911.)

**602.** Vacancies in the General Staff Corps below the grade of brigadier general. (A. R. 784.)

**603.** Examination of officers for detail to fill vacancies in the Ordnance Department. (G. O. 166, W. D., 1908.)

**604.** Retiring. (M. L., 1306-13; A. R., 76-78; see G. O. 49, W. D., 1909, p. 8, as to majors of the Medical Corps.)

**605.** On the death of an officer in charge of public property or funds. (A. R., 86.)

**606.** Board of Engineers. (E. R., 10-16.)

**607.** Board of Engineers for Rivers and Harbors. (E. R., 105.)

**608.** Board of Ordnance and Fortification. (M. L., 1209-17; A. R., 303.)

**609.** Defense Board, Philippine Islands. (G. O. 95, 143, W. D., 1911.)

**610.** Joint board of Army and Navy officers. (G. O. 107, A. G. O., 1903; W. D. G. O. 121, 1907; 76, 150, 1910.)

**611.** National Land Defense Board. (G. O. 209, W. D., 1909.)

**612.** Board of Commissioners of the United States Soldiers' Home. (Act Mar. 4, 1909, 35 Stat. L., 1004; G. O. 63, W. D., 1909, p. 13.)

**613.** Board of government of the United States Military Prison, (G. O. 63, W. D., 1909, p. 13.)

**614.** Appointment Army paymasters' clerks. (G. O. 103, W. D., 1911.)

**615.** Examination of candidates for appointment as sergeants major, Coast Artillery. (G. O. 194, W. D., 1910.)

**616.** Examination for appointment of noncommissioned staff officers, except sergeants major, Coast Artillery Corps. (G. O. 203, W. D., 1908.)

**617.** Examination of officers and certain enlisted men of the Coast Artillery Reserves. (G. O. 166, W. D., 1911.)

**618.** Examination of candidates for first and second class gunners, Coast Artillery Corps. (D. R. C. A., 988.)

**619.** Examination and classification of gunners of Field Artillery. (G. O. 161, W. D., 1911.)

**620.** Examination for appointments as sergeants, first class, and sergeants, Hospital Corps. (A. R., 1428.)

**621.** Of medical officers at each recruit depot on soldiers reported unfit for service by reason of disability. (G. O. 174, 191; Cir. 62, W. D., 1909.)

**622.** To determine whether the service of a soldier about to be discharged has been honest and faithful. (A. R. 147.)

**623.** Examination of applicants for appointment as superintendent of national cemetery. (G. O. 37, A. G. O., 1877.)

**624.** Purchase of private mounts from officers by the Quartermaster's Department. (A. R. 1111; G. O. 54, W. D., 1910.)

**625.** In case of destruction or serious damage by fire, storm, or other natural causes, to public buildings; or of loss or destruction of or damage to an Army transport, Army mine planter, cable ship, or other vessel owned or operated by the War Department. (A. R. 720.)

**626.** On claims for damages to private property resulting from military operations, including heavy-gun practice at seacoast forts. (Cir. 22, W. D., 1910.)

**627.** Private property lost in the service. (A. R. 737.)

## BUILDINGS.

**628.** Changes in buildings at military posts are not to be made without proper authority from the War Department. (G. O. 163, W. D., 1908.)

**629.** It appears that there is a special appropriation for barracks and quarters at seacoast artillery posts (34 Stat. L., 1348); that the wording of the regular appropriation under "Barracks and Quarters"

(34 Stats., 1168) is for barracks and quarters for troops other than seacoast artillery, storehouses for the safe-keeping of military stores, for offices, recruiting stations, etc. Construing the appropriations together, I am clearly of the opinion that the words in the regular appropriation "other than seacoast artillery," following, as they do, the words "barracks and quarters," qualify those words only, and that the regular appropriation is, therefore, applicable to the construction of storehouses, offices, etc., at seacoast artillery posts as well as at other posts. It follows also that the appropriation for "barracks and quarters for the artillery" at seacoast posts is limited strictly to barracks and quarters.

As to the appropriations in the Sundry Civil Act (34 Stat. L., 1348), the one for barracks and quarters for the artillery in connection with the adopted project for seacoast defenses, etc., is to be regarded as a specific one for barracks and quarters at seacoast artillery posts, and as to these objects the general appropriation for "the construction and enlargement of military posts of such building as, in the judgment of the Secretary of War, may be necessary," etc., can not, of course, be used to supplement it.

The general appropriation is, however, available for the construction of necessary buildings other than barracks and quarters at seacoast artillery posts as well as at other artillery posts. (Op. J. A. G., Aug. 17, 1907; 12192-A, O. I. G.)

630. Hereafter wooden buildings are not to be constructed at military posts, except where they are intended for temporary use only. (Recommendation of Quartermaster General, approved by Acting Secretary of War, May 14, 1908; 12427, O. I. G.)

631. Upon completion and acceptance of construction work at a military post the constructing quartermaster will turn the work over to the post commander, who will inspect it and submit to The Adjutant General of the Army, through military channels, a report as to whether the work meets all requirements. (G. O. 146, W. D., 1909.)

632. Occupancy of public buildings by officers' clubs, messes, or similar social organizations. (G. O. 54, W. D., 1909.)

633. Action to be taken whenever a public building is destroyed or seriously damaged by fire, storm, or other natural cause. (A. R., 720.)

634. Following the established practice with regard to naming military posts, no camp or vessel, and no building, hall, street, driveway, etc., on a military reservation will be named in honor of a

living officer. Any name not conforming to this rule will be changed. (Cir. 64, W. D., 1906.)

## CEREMONIES.

635. When desirable that an organization should be reviewed before an inspector junior in rank to the commanding officer, the commanding officer receives the review, and is accompanied by the inspector, who takes post on his left. (I. D. R., 724.)

636. At reviews the commanding officer of the troops, and the members of his staff accompanying him, will return saber after turning out of the column and placing themselves on the right (or left) of the reviewing officer and his staff, and will draw saber after the commanding officer salutes the reviewing officer preparatory to returning to the command. (G. O. 196, W. D., 1909.)

637. At ceremonies the position of companies or detachments of the Signal Corps, if dismounted, will be as laid down in paragraph 6, Army Regulations, viz: "On the right of the command to which they are attached." If mounted, they will form on the other flank. If both engineers and Signal Corps troops are together, the former, for ceremonies, will form on the right of the latter. (Cir. 36, W. D., 1906.)

638. The ceremony of "Escort of the Colors" should be so conducted as to render it one of the most impressive to the soldier, especially to the young recruit, of all the functions in which he is required to participate. (G. O. 125, A. G. O., 1900.)

639. Dress parade is not required at a one-company post. Attention is invited to A. R., 510, and the infantry drill regulations, which latter prescribe parade for no smaller command than a battalion. (Chief of Staff, Dec. 8, 1903.)

NOTE.—A. R., 510, of 1901, is same as A. R., 444, 1910.

## CIVILIAN EMPLOYEES.

640. General regulations governing. (A. R., 699, 738-750, 1060, 1071, 1151, 1224, 1232, 1251, 1267, 1421, 1479, 1480, 1482, 1495.)

641. Hours of labor: Exceptions to the eight-hour law. (A. R., 742; Cir. 83, W. D., 1907.) On Saturdays during July, August, and September of each year. (Cir. 42, W. D., 1909.)

642. Transfer of, to and from the Philippines; tour of duty in the Philippines, etc. (G. O. 68, W. D., 1904.)



**643.** The Secretary of War considers that the interests of the service require that employees at large in the department must be subject to orders in regard to transfer of station, and a refusal to obey such orders will be deemed a proper and sufficient reason for discharge from the service. (Cir. 26, A. G. O., 1901.)

**644.** Officers or employees in the executive service of the Government, who are notaries public, are not to charge officers or employees for notarial acts; exceptions, etc. (Cir. 98, W. D., 1908.)

**645.** Control of employees of constructing quartermasters and of contractors for the Quartermaster's Department and their employees while engaged in construction work at military posts ordered by the War Department. (G. O. 146, W. D., 1909.)

**646.** Control of employees of the Engineer Department and of contractors of that department and their employees while engaged in construction or repair work at military posts ordered by the War Department. (G. O. 193, W. D., 1909.)

**647.** The per diem and traveling expenses allowed to civilian employees under the provisions of A. R., 744, of 1910, when such employees are on temporary duty at places other than their regular stations, will not be paid for more than the first 30 days of such temporary duty. (Secretary of War, Apr. 5, 1911; 12243-H, 1, O. I. G.)

**648.** Civilian employees of the Army when traveling under orders requiring them to be absent from their stations will be instructed to procure receipts for all expenditures incurred by them and charged for in their accounts for reimbursement. (A. R., 744.) In the event that they are unable to procure receipts for any items of expenditure therein, they will be required to submit with their accounts positive and satisfactory evidence that it was impracticable to obtain receipts therefor. (G. O. 117, W. D., 1911.) See Cir. 43, O. C. E., 1911.

**649.** Indorsements of the Quartermaster General and Acting Secretary of War of November 2 and 4, 1907, respectively, relative to making semimonthly payments to certain civilian employees of the Quartermaster's Department:

Quartermaster General: "Army Regulations, 733, 1904 [A. R., 741, 1910], has always been construed in this office as permitting a certain amount of discretion to the quartermaster making payment to employees, and the method of paying semimonthly is acceptable to the Treasury Department officials. When the quartermaster's depots are located in large cities, where it is customary for employees not in the Government service to be paid semimonthly, it has been thought that to adhere strictly to paragraph of regulations referred

to would in most cases work a hardship upon the employees of the Government."

Acting Secretary of War: "The semimonthly payments of civilian employees referred to herein is approved under the circumstances." (Cir. letter, O. I. G., Nov. 20, 1907; 5795-Bk, O. I. G.)

**650.** Laws and regulations relative to political activity of civilian employees, and to political assessments or contributions by persons in the public service are published in Circular No. 65, War Department, 1910, a copy of which circular is, by the next to last paragraph thereof, required to be posted by the officers in charge in prominent places in all bureaus and offices in and under the War Department, and at all arsenals, depots, and stations in the service at large where civilians are employed.

**651.** All officers and employees of the United States of every description serving in or under any of the Executive Departments, and whether so serving in or out of Washington, are forbidden, either directly or indirectly, individually or through associations, to solicit an increase of pay or to influence or attempt to influence in their own interest any other legislation whatever, either before Congress or its committees, or in any way save through the heads of the departments in or under which they serve, on penalty of dismissal from the Government service. (Executive Order, Jan. 31, 1902; G. O. 18, A. G. O., 1902.)

**652.** Executive order as to bureau, office, or division chief, or subordinate in any department of the Government, or officer of the Army or Navy or Marine Corps stationed in Washington, applying for legislation, appropriations, or congressional action of any kind; furnishing information to Congress, etc. (Cir. 82, W. D., 1909.)

**653.** No officer or employee of the Government shall, directly or indirectly, instruct or be concerned in any manner in the instruction of any person or classes of persons, with a view to their special preparation for the examinations of the United States Civil Service Commission. The fact that any officer or employee is found so engaged shall be considered sufficient cause for his removal from the service. (Executive Order, Oct. 13, 1905; G. O. 183, W. D., 1905.)

**654.** That whenever there are already two or more members of a family in the public service in the grades covered by this act (Civil Service Act), no other member of such family shall be eligible to appointment to any of said grades. (Act Jan. 16, 1883, sec. 9; 22 Stat. L., 406.)

The "family" consists of those who live under the same roof with the pater familias—those who form his *fratres*; but when they

branch out and become heads of new establishments they cease to be part of the father's family. (26 Op. Att. Gen., 301.) See also W. D. Cir. I, Mar. 31, 1909.

655. The loaning of money at usurious rates of interest by clerks or other civilian employees in or under the War Department or the military establishment, either as principal or agent, directly or indirectly, to others in the Government service, is prohibited, and any such clerk or employee who hereafter engages in the same will be dismissed from the service and no application for his reinstatement therein will be considered. (G. O. 52, W. D., 1911.)

656. Act of Congress granting certain classes of artisans and laborers employed by the United States the right to receive compensation for injuries sustained in the course of their employment, and regulations prescribed thereunder. (Cir. 68, W. D., 1908.) Rulings, etc. (W. D. Cir. 3, 9, 10, 80, 1909; 6, 11, 1910.)

657. Action to be taken whenever the death of a civilian employee occurs at a military post or station or with a command in the field. (G. O. 67, W. D., 1910.)

#### CLAIMS AGAINST THE UNITED STATES.

658. The soliciting of pension or other claims against the United States on military reservations or at military posts, camps, or stations, including general hospitals, is hereby prohibited, and commanding officers will take measures effectually to prevent such soliciting within the limits of military reservations, posts, camps, stations, or hospitals under their command. Officers or enlisted men who give information with a view to aiding persons in soliciting such claims will be brought to trial and civilian employees who so offend will be discharged. (G. O. 163, W. D., 1906.) See Cir. 80, W. D., 1908.

659. Claims for damages to private property resulting from military operations, including heavy gun practice at the seacoast defense forts; how submitted, evidence, etc. (Cir. 22, W. D., 1910.)

660. Presenting false or fraudulent claims against, or conspiring to defraud the United States, etc.; penalty. (Act Mar. 4, 1909; 35 Stat. L., 1095; G. O. 22, W. D., 1910.)

#### CONTRACTS AND PURCHASES.

661. General regulations. (A. R., Arts. I, LI, LII.)

662. Instructions of the Secretary of War of October 6, 1905, in regard to advertisements for supplies, bids and bidders, bondsmen, modification or annulment of contracts, inspection of raw material

used by manufacturers in furnishing finished products, inspection of supplies at time of delivery, etc. (G. O. 167, W. D., 1905.)

663. Advertisements should be in the briefest form possible consistent with clearness of expression and should be free from all verbiage. \* \* \* It is directed that in future greater care be exercised in the preparation of advertisements and that the requirements of A. R., 513, be observed and complied with. (Cir. 14, Q. M. G. O., 1911.)

664. Contracts for rental of telephones by Corps of Engineers. (Cir. 30, O. C. E., 1911.)

665. A copy of each contract is to be transmitted directly to the Returns Office of the Department of the Interior by the officer who signs the contract, as soon as possible after the contract has been made and approved, and within 30 days after approval, together with one original of all bids, offers, and proposals made by persons to obtain the contract, and by a copy of the advertisement; all of which will be fastened together with a ribbon and seal, and numbered in regular order, with the affidavit of the contracting officer appended. Explanation in case of delay. (A. R., 571.) See R. S., 3744.

666. Paragraph 746, Army Regulations of 1889 (A. R., 603, 1910), to the effect that officers of the Army shall not contract with other persons in the military service to furnish supplies or service to the Government, does not apply to contracts on behalf of the United States which require for their validity the approval of the Secretary of War. (D. J. A. G., 956.)

667. Paragraph 593, Army Regulations, forbids, inter alia, any contract in which any person in the military service "shall be admitted to share or receive benefit." The arrangement in question by which recruits enlisted at New Haven, Conn., are lodged and fed by the wife of Corpl. — of the recruiting party, is, strictly speaking, a violation of this requirement of the regulations; but the arrangement is not a violation of any statute, and its requirements may be waived by the Secretary of War. (Op. J. A. G., Oct. 22, 1907, concurred in by Acting Secretary of War, Oct. 24, 1907; 11913, O. I. G.)

NOTE.—A. R. 593, of 1904, is same as A. R., 603, of 1910.

668. The practice of allowing members of a recruiting party and applicants for enlistment at a general recruiting station to receive a rebate for meals not taken by them from the contractor for meals is unauthorized. Where a member of a recruiting party or an appli-

cant fails to take the meal called for by a meal ticket that has been issued to him by the recruiting officer, he should return the ticket to the recruiting officer. (Cir. 5, W. D., 1909.)

669. No officer of the United States will accept voluntary service for the Government or employ personal service in excess of that authorized by law, except in case of sudden emergency involving loss of human life or the destruction of property. (A. R., 524; R. S., 3679, amended by act Feb. 27, 1906; 34 Stat. L., 49.)

670. Convict labor on Government contracts prohibited. (G. O. 78, W. D., 1905.)

#### CONTRACT SURGEONS.

671. The services rendered by a contract surgeon are not restricted to those of a purely professional character; on the contrary, his eligibility for duty is the same as that of a first lieutenant of the Medical Corps, except in so far as it is limited by the fact that he is not a commissioned officer. A contract surgeon, though not eligible for detail on courts-martial, may prefer charges against enlisted men and may be detailed on councils of administration, and as post treasurer, etc.; he may also witness payments to enlisted men under the provisions of A. R., 1338 to 1360. (A. R., 1417.)

672. Contract surgeons and acting dental surgeons are entitled to the same protection in their positions and the same respect and obedience from enlisted men as commissioned officers. (A. R., 1414.)

#### DENTAL CORPS.

673. Appointment, pay and allowances, status, etc., of dental surgeons and acting dental surgeons. (Act Mar. 3, 1911; G. O. 45, W. D., 1911, p. 29.)

674. Regulations governing. (A. R., 1418-1426.)

675. For plate work or for the filling of teeth of enlisted men the materials supplied by the Government will be used and no other, and members of the Dental Corps are forbidden to enter into any financial agreement with enlisted men involving an obligation for payment for silver, platinum, or gold used for filling cavities in teeth, for the construction of bridge work, for the fitting of crowns, the making of artificial dentures, or other dental work. Exceptions beyond the territorial limits of the United States; conditions, etc. (A. R., 1424.)

676. Dental supply table. (M. M. D., Art. XIII.)

## DISCHARGES.

677. Instructions relative to the discharge of enlisted men on account of disability. (W. D. G. O. 174, 191; Cir. 62, 1909.)

678. Discharge of enlisted men whose terms of service expire at sea while en route with their organizations from the Philippine Islands, Hawaii, or Alaska. (G. O. 204, W. D., 1909.)

679. Discharge of enlisted men ordered from the Philippine Islands and Hawaii to the United States for discharge. (G. O. 204, W. D., 1909.)

680. Instructions as to the discharge and transfer of enlisted men of organizations designated for a tour of duty in the Philippine Islands. (G. O. 141, W. D., 1908.) Transfers of enlisted men from organizations returning to the United States from the Philippine Islands. (G. O. 119, W. D., 1909.) Transfers of enlisted men to and from organizations exchanging stations between the United States and Alaska. (G. O. 4, W. D., 1909, Par. II, sec. 2.)

681. Purchase of, by enlisted men. (A. R., 143; G. O. 90, W. D., 1911.) By Philippine Scouts. (G. O. 80, Phil. Div., 1911.)

682. Character given on. (A. R., 147; Cir. 18, W. D., 1909.)

683. An executed honorable discharge can not be revoked unless obtained by fraud on the part of the soldier. Mere mistake on the part of officers executing it will not justify revocation. The same is equally true of a discharge without honor when once duly executed. (Cir. 92, W. D., 1909.)

684. Issue of certificates of discharge to soldiers or sailors who enlisted or served under assumed names in the Army or Navy during the War of the Rebellion, the War with Spain or the Philippine Insurrection. (Act June 25, 1910; G. O. 186, W. D., 1910.)

## DISEASES.

685. Strict attention will be paid by company commanders to the cleanliness of the men and to the police of barracks or tents. The men will be required to bathe frequently. In garrison, and whenever practicable in the field, they will be required to wash their hands thoroughly after going to the latrines and before each meal, in order to prevent the transmission of typhoid fever and other diseases by germs taken into the mouth with food from unclean hands. The hair will be kept short and the beard neatly trimmed. Soiled clothing will be kept in the barrack bag. (A. R., 286.)

686. Preventive measures against typhoid fever: Personal hygiene. (Cir. 62, A. G. O., 1902.) Administration of antityphoid

serum at posts. (W. D. G. O., 10, 1909; 227, 1910; 134, 1911.)  
Administration of the typhoid prophylactic to recruits. (G. O. 134, W. D., 1911.)

687. Especially of those serving in the tropics, due to immorality and excessive indulgence in strong drink; duty of regimental and company commanders. (Cir. 10, A. G. O., 1902.)

## EIGHT-HOUR LAW.

688. Eight-hour law. (Act Aug. 1, 1892, 27 Stat. L., 340; G. O. 56, A. G. O., 1892, p. 8.) See A. R., 742, and Cir. 83, W. D., 1907.

689. Opinion of Attorney General relating to application of, (G. O. 141, W. D., 1906.)

690. Reports of infractions of the eight-hour law from any branch of the military establishment are to be rendered in duplicate. (Secretary of War, Apr. 11, 1907; 11576, O. I. G.) See Cir. 24, Q. M. G. O., 1911.

## FORTIFICATIONS.

691. Fire-control installations to be designated "provisional" and "standard." (G. O. 81, W. D., 1907.)

692. "Fire-control System, Type Installation, 1909," showing the equipment furnished by the Engineer, Ordnance, and Signal Departments, and that to be provided at the post, for the various stations, plotting rooms, emplacements, mortar pits, mortar-battery magazine, information booth, mining casemate and loading room. (C. A. M., 4, W. D., 1909.)

693. Establishment of provisional fire-control systems, and staff departments which furnish equipments, etc., for same. (G. O. 13, 54, W. D., 1906.)

694. Base lines to be established at coast artillery posts by the Engineer Department. (G. O. 36, W. D., 1904.)

695. Electric lighting of fire-control stations and instruments therein. (Mimeo. No. 131, serial No. 469, Eng. Dept., June 25, 1910.)

696. Installation of cupboards or closets in battle commanders' stations. (56th Supp. Mimeo. No. 42, serial No. 451, Eng. Dept., Sept. 8, 1909.)

697. Rules and regulations for inspection of batteries or emplacements, mining casemates, etc., turned over to the artillery under A. R., 1486, 1895 [A. R., 1528, 1910]. (G. O. 65, A. G. O., 1901.)

698. Method of procedure in turning over Signal Corps fire-control installations. (S. C. M. No. 7, par. 527.)

**699.** Procedure when the Signal Corps is ready to begin fire-control installation at seacoast batteries, position-finding stations, or other structures in the hands of troops; turning over keys; suspension of drill if it interferes with the work. (Cir. 16, W. D., 1905.)

**700.** Repair of Signal Corps structures pertaining to the fire-control system at coast artillery posts. (Mimeo. No. 125, serial No. 439, Eng. Dept., June 25, 1909.)

**701.** Tests of fire-control installations. (D. R. C. A., 605, 606, 734; G. O. 146, W. D., 1911.)

**702.** Shutters or screens for protection of windows and glass openings of fire-control stations and searchlight structures in outlying positions. (59th Supp. to Mimeo. No. 42, serial No. 481, Eng. Dept., May 8, 1911.)

**703.** Breakdowns in fire-control installations turned over to the Coast Artillery Corps; investigation, repair, etc. (G. O. 124, W. D., 1911.)

**704.** Hereafter fire-control installation approved by the Secretary of War, in progress or completed at coast fortifications, will not be changed in any respect without his express sanction. (G. O. 66, W. D., 1905.)

**705.** Inspection of boilers installed at fortifications by a United States inspector of boilers. (E. R., 187.)

**706.** Steps to be taken to prevent danger to life and property in the installation of electric lighting or power circuits at seacoast fortifications. (G. O. 28, W. D., 1911.)

**707.** Instructions as to digging in vicinity of underground electrical cable. (G. O. 93, W. D., 1909.)

**708.** Lettering of mortar pits. (G. O. 51, W. D., 1906.)

**709.** Keys of emplacements, stations, etc. (W. D., G. O. 172, 1905; Cir. 16, 1905, 50, 1907.) Of magazines and storage places. (D. R. C. A. 906.)

**710.** No apparatus or plant installed in any fortifications, nor any article or material belonging to such plant, the efficient operation of which will thereby be impaired, will be transferred without the approval of the Chief of Artillery and the chief of the supply department concerned. (G. O. 62, W. D., 1908, Par. IV, sec. 11.)

**711.** No increase of load upon any fortification electric plant beyond that contemplated at the time of installation, or transfer of the same or any essential part of it, or any change in the electrical connections will be made without the approval of the Chief of Artillery and the chief of the supply department concerned. (G. O. 62, W. D., 1908, par. 12.)



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**2. Summary**

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**Abstract**

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720. Concealment of searchlight shelters. (Mimeo. No. 135, Serial No. 476, Eng. Dept., Nov. 4, 1910.)
721. Concealment of seacoast defenses—planting of trees and shrubs, painting of superior slopes and visible armament, etc. (Mimeo. No. 133, serial No. 471, Eng. Dept., Aug. 2, 1910; Mimeo. No. 133, serial No. 484, Eng. Dept., May 8, 1911.)
722. Precautions as to visitors visiting coast defenses. (A. R., 358.) The taking of photographic or other views of permanent works of defense will not be permitted. What information may be given concerning works of defense, etc. (A. R., 359.)
723. Supplies to be furnished by the various staff departments for the service of seacoast fortifications:

(a) *Engineer Department.*

*For fire-control installations.*—Will erect all stations (including title and battery commander stations; primary, secondary, and supplementary stations for fire commands, mine commands, and batteries; searchlight, tide-gauge and meteorological stations, etc.), ditchboard rooms, and telephone and telautograph niches and booths for emplacements and stations, all protected in the best manner practicable; it will furnish circular benches around observing instruments and plotting boards, and to reduce the noise will furnish corrugated rubber floor cloth for the floors of stations and telephone booths; it will also furnish searchlights and the electric power current required for all fire-control purposes (except that derived from Signal Corps storage batteries installed to operate telautographs), together with electric lamps and other material for lighting all stations, etc.; it will also furnish and install all wiring, underground or overhead, for lighting and power.

*For fortifications and their accessories.*—Will supply and install all necessary electrical appliances and apparatus for furnishing light and power, including linoleum for dynamo and engine rooms, switchboards and instruments attached thereto, and searchlight equipments, with the exception of the motors permanently attached to the gun and mortar carriages, and except where central electric plants have been installed which provide current for the post as well as the fortifications, in which case the necessary supplies, etc., will be furnished in accordance with the provisions of paragraph 1068, Army Regulations [A. R., 1076, 1910]. The Engineer Department will also make repairs to the fortifications, including the ramps, gutters, etc., connected therewith. It will also, as funds permit, supply

reserve lanterns for use in permanent seacoast batteries and fire-control stations in case of failure of electric current. For fortifications and buildings accessory thereto, constructed by the Engineer Department, that department will furnish and install all necessary interior water and sewer apparatus and fixtures, and will make the necessary connections with mains provided by the Quartermaster's Department when the distance to such mains is not greater than 100 feet measured from the exterior lines of the Engineer Department structures. (G. O. 5, W. D., 1909, amended by G. O. 76, W. D., 1910.)

(b) *Signal Corps.*

*For fire-control installations.*—Will supply all instruments for communication. This will include all kinds of telephones, telegraphs, telautographs, and megaphones which may from time to time be prescribed, with their primary and storage batteries, storage-battery switchboards, motor generators, boosters, and the necessary cables of all kinds required for operating and interconnecting them. It will also supply electrical clocks, time-interval bells, firing signals, zone signals, aeroscopes, field glasses, telescopes (other than battle, fire, and mine commander's telescopes), and meteorological instruments. It will furnish and install all submarine cables for communication, including the construction of cable terminals, but excluding cover for the terminals or the cable approaches. It will also furnish all cable for communication by overhead or underground lines and the necessary terminal boxes. In case of underground lines the cables will be placed in trenches or ducts by the Engineer Department. In case of overhead lines they will be installed by the Signal Corps. When practicable any pole lines which have been installed by the Engineer Department for light and power wires may, with the consent of that department, be utilized by the Signal Corps for any of these wires. It will supply each garrisoned coast artillery post having a standard fire-control installation with the following equipment: One electrical engineer's tool chest, one inspector's pocket kit, and one tool bag. To each coast artillery post equipped with a provisional fire-control installation it will supply a post tool chest.

The Signal Corps will supply all the necessary lines and means of electrical communication, including telephones, dial and other telegraphs, wiring, all necessary electrical instruments not permanently attached to the switchboard, including portable ammeters and portable voltmeters, and such special instruments as may be directed to be supplied by the Secretary of War. (G. O. 5, W. D., 1909.)

*(c) Ordnance Department.*

*For fire-control installations.*—Will supply range finders, observation telescopes, plotting boards, deflection boards, range boards, wind component indicators, azimuth instruments, time-interval recorders, mine arms, range tables, prediction scales, set forward rulers, mine prediction rulers, predictors, range rods, time range boards, drawing instruments and materials, etc., prescribed for use in connection with the fire control and direction system for coast fortifications and the control of mine fields.

The Ordnance Department will furnish all motors to be attached to gun and mortar carriages and mechanical loading apparatus, including motor generators, switchboards, terminal boxes, resistances, flexible metallic conduits, dry-cell batteries, magneto-generators, connectors, connections, etc., required for the power, illumination, and signaling circuits attached to carriages; will supply all bench and hand tools and appliances for engineer power plants and ordnance repair shops, including supplies for the latter; will furnish and install, in buildings provided by the Quartermaster's Department, such machines, tools, etc., as may be prescribed for ordnance repair shops; will make all necessary repairs to guns, carriages, instruments of the fire control and direction system furnished by it, including implements accessories, tools, etc.; will furnish thermometers and hygrometers for use in connection with the ventilation of magazines, and stencils for all gun and mortar letters and figures for designating placements, etc., Clinometers and rests for each caliber and model of the gun in service will be supplied by the nearest district armament officer of the Ordnance Department whenever needed byillery officers in complying with the requirements of General Regulations, No. 65, Headquarters of the Army, Adjutant General's office, 1909. (G. O. 5, W. D., 1909.)

*(d) Quartermaster's Department.*

*For fire-control stations, etc.*—Will supply stationery, heating apparatus, oil lamps, and furniture (not including rubber floor cloth or circular benches for observers and plotters).

The Quartermaster's Department will furnish all fuel and engine supplies, such as waste, lubricating oils, oil lamps, brooms, brushes, handling and fire tools and appliances, etc., necessary for the maintenance, operation, and preservation of all electric plants;

for central plants which furnish current to the post as well as to the fortifications, it will, in addition, furnish all material and funds necessary for their repair and preservation (A. R., 1068.) [A. R., 1076, 1910.] It will also furnish such materials as may be needed for the use of the battery mechanics, all grass-cutting tools, and all carpenter's tools. When under the provisions of paragraph 1523, Army Regulations [A. R., 1528, 1910], any seacoast post, or any part of it, has been turned over to and garrisoned by the coast artillery, all repairs to the post buildings and to all plumbing, water supply, and sewer systems, roads, walks, and grounds will be made by the Quartermaster's Department, governed in this work by the provisions of paragraph 1522, Army Regulations [A. R., 1527, 1910.] The Quartermaster's Department will furnish the water required for all purposes at seacoast fortifications, and will provide all necessary fire hydrants and all water and sewer mains. For all buildings constructed by the Quartermaster's Department that department will also furnish and install all necessary interior water and sewer apparatus and fixtures and will make the necessary connections with water and sewer mains.

Artillery district commanders will have prepared and forward through military channels for action of the Quartermaster General estimates, with plans and detailed information relative thereto, for water and sewer extensions required to make connections with fortifications and buildings accessory thereto constructed by the Engineer Department up to the point where under paragraph 5, G. O. 5, W. D., 1909, the Engineer Department mains and pipes are connected with those provided under paragraph 8, G. O. 5, W. D., 1909. (G. O. 5, W. D., 1909.)

724. Allowance of furniture for position-finding stations at coast artillery posts furnished by the Quartermaster's Department. (G. O. 45, W. D., 1906.)

725. Allowance of reserve lanterns for seacoast batteries. (Mimeo. No. 77, serial No. 450, Eng. Dept., Aug. 25, 1909.)

726. Difference charts, when to be used; material to be supplied for. (G. O. 166, W. D., 1907.)

727. Peace storage magazines, at what posts to be constructed: (2d Supp. to Mimeo. No. 38, serial No. 475, Eng. Dept., Nov. 4, 1910.)

728. Except when they are in actual use, time range boards will be removed from the walls of emplacements and stored so that they will be protected from the weather. (C. A. M. No. 7, W. D., 1909.)

## FUNDS.

*Regimental, bakery, company, and mess.*

729. Regulations. (A. R., 316-334, 337, 338, 350, 913, 1159, 1229.)

730. No projects by which money will accrue will be entered upon under color of military control without specific authority from the War Department. (A. R., 323.)

731. Under no circumstances will regimental, bakery, company, mess, hospital, post exchange, or band funds be taken away from the post where the organization to which they pertain is stationed, except as may be necessary to pay indebtedness or for deposit in a bank.

Should the officer who is custodian of any of these funds be absent from the post, on leave or otherwise, for any period beyond 3 and less than 10 days, he will leave the funds with the officer acting in his place, taking memorandum receipt therefor. If an officer is to be absent for more than 10 days he will regularly transfer the funds of which he is custodian to his successor.

Company, post exchange, bakery, and other funds authorized by A. R., 316, will, if deposited in a bank, be placed under their official designation, as, for example, company fund, Company B, Twenty-first Infantry, and not to the credit of the officer who is custodian. (A. R., 324.)

732. The provisions of A. R., 320 and 321, 1908 (A. R., 323, 324, 1910), are applicable to regimental and other trust funds. If these funds have been loaned with a view to earning interest and without specific authority in each case from the War Department, the person responsible for the loaning would be a proper subject for disciplinary measures. (Chief of Staff, Mar. 27, 1909; 12835-C, O. I. G.)

733. The purchase from regimental, bakery, company, or mess funds of any article which can be obtained on requisition from a supply department is forbidden, except that, with the approval of the post commander, such articles may be purchased if necessity exists for their immediate use and they are not on hand for issue at the post. (A. R., 322.)

734. Paragraph 318, A. R., 1904, is not held to apply in its restrictions to ration articles, the word "articles" as therein contained being interpreted to mean those of a permanent or semi-permanent nature, as brooms, scrubbing brushes, tableware, kitchen

utensils, etc. (Memo. Asst. to Chief of Staff, approved by Acting Secretary of War Apr. 9, 1908; 12305, O. I. G.)

NOTE.—A. R., 318, 1904, is continued as A. R., 322, 1910.

785. Pay forfeited by sentence of court-martial can accrue to the United States only. A sentence can not forfeit (appropriate, or "stop") pay for the reimbursement or benefit of an *individual*, civil or military, however justly the same may be due him, either for money borrowed, stolen, or embezzled by the accused, or to satisfy any other pecuniary liability of the accused whether in the nature of debt or damages; nor can a sentence forfeit pay for the support or benefit of the family of the accused, or for the benefit of a company fund, post fund, hospital fund, etc., none of these funds being money of the United States. But as the post exchange, company, and similar funds are agencies or instrumentalities of the Government, the pay of officers and soldiers may be stopped without sentence to reimburse these funds. (D. J. A. G., 1384, 1424, 2384.)

786. The act of May 26, 1900, does not prohibit the payment of extra-duty pay where such extra pay is not derived from an appropriation of Congress. (J. A. G., July 31, 1906; 11009-A, O. I. G.) Under this ruling enlisted men receiving or entitled to receive foreign-service pay, may receive extra pay from company, bakery, mess, and exchange funds, for services as cooks, bakers, attendants, etc.

787. Empty flour sacks and barrels may lawfully be sold by a post bakery, company, or general mess, and the proceeds of the sale taken up and accounted for in the proper fund. (Cir. 11, W. D., 1908.)

788. Councils of administration. (A. R., 316-321.)

789. In case of loss of regimental, bakery, exchange, company, or mess funds, the circumstances will be carefully investigated and reported by the post council, with recommendation as to responsibility, for the decision of the division commander. (A. R., 321.) See also M. M. D., 311.

740. Inspection of, by Inspector General's Department. (A. R., 913, par. 17.)

741. Remuneration for outside engagements of bands. (See par. 567, *ante*.)

742. Band fund, Coast Artillery Corps. (A. R., 326.)

743. The purchase of a typewriter, if its intended use is to "facilitate the transaction of regimental business," is authorized from regimental fund under A. R., 322, 1908 [A. R., 325, 1910] (Secretary of War, Aug. 17, 1909; 13541, O. I. G.)

ting of a roster of troops serving in an artillery dis-  
 te the transaction of business and the military  
 the district to such an extent as to warrant the  
 portion of the band fund, Coast Artillery Corps,  
 If a portion of the band fund can be used for  
 ly follows that it can with equal propriety be  
 chase of type and a press. (Op. of J. A. G.,  
 ry of War Apr. 9, 1910; 14078, O. I. G.)

for the funds of a volunteer band, all receipts  
 to be entered on the fund account as indicated  
 R. 326, 1910] (14529, O. I. G.)

und, which will consist of the gross amounts  
 n all sources, is received by the company  
 he concurrence of the company council, is  
 or the benefit of the company. (A. R. 331.)  
 id is not intended for expenditure in the  
 litate the transaction of business in a com-  
 e legitimate and proper application of this  
 e articles already furnished by the supply  
 of increasing the comfort, pleasure, con-  
 ical improvement of the organization.  
 , disbursements of company fund are  
 r all other purposes are unauthorized.

tment, 1904, is construed as not pro-  
 r of typewriting machines from the  
 officer responsible for expenditures  
 same are made solely for the benefit  
 oee of increasing the comfort, pleas-  
 ted men. (Cir. 56, W. D., 1906):  
 partment in the matter of expend-  
 k passes, score cards (expert rifle-  
 clothing lists, is indicated in the  
 reement dated August 27, 1909:  
 3, the Acting Secretary of War  
 of articles somewhat similar to  
 llows:

nt appears necessary for this  
 ded the officers charged with  
 y for the benefit of the company  
 comfort, pleasure and con-  
 lar No. 6, War Department,



1904, is merely explanatory of the regulations and affords an excellent guide for the judgment of the officers responsible, no occasion for its repeal is seen.'

"This decision seems to cover the case in point. The money value of the articles in question appears to be very small, and the department commander and the post commander, taking into consideration all the facts in the case which they have at hand, should decide whether or not the expenditure was a proper one under existing regulations. The policy of the War Department has been to place a liberal construction upon the words 'solely for the benefit of the company for the purpose of increasing the comfort, pleasure and contentment of the organization.'" (13527-A, O. I. G.)

750. Seeds for post gardens may be purchased from company funds. (A. R., 353.)

751. So long as enamel ware can not be secured from the Quartermaster's Department, the purchase of it from the company fund is a proper expenditure. (Secretary of War, July 12, 1909; 13301, O. I. G.)

752. The purchase of the "Bulls-eye Score Book" (formerly the Army and Navy Target Book) from company fund is not authorized. (Secretary of War, Mar. 25, 1909; 13128, O. I. G.) See Cir. 79, W. D., 1910.

753. The purchase of heavy lounging chairs, writing table, card tables, rugs, etc., to be placed in the company recreation room, is a proper expenditure from the company fund. (Op. J. A. G., approved by the Secretary of War, Nov. 9, 1909; 13710, O. I. G.)

754. The purchase of aprons for company cooks from company funds is deemed to be authorized by Circular 6, W. D., 1904. (Chief of Staff, Sept. 5, 1905; 10274, O. I. G.)

NOTE.—White coats and trousers are issued to cooks and bakers by the Quartermaster's Department at cost price. (Cir. 60, W. D., 1907.)

755. The purchase, for use of company cooks, of khaki trousers "in lieu of the white suits" issued by the Quartermaster's Department, is not a proper expenditure from company fund. (Secretary of War, Apr. 12, 1910; 14120, O. I. G.)

756. Prizes to rifle competitors are not permissible expenditures from the company fund under existing regulations as interpreted by Circular 6, W. D., 1904. (Secretary of War, Dec. 18, 1906; 11274, O. I. G.)

757. The saving of the lard ration and purchasing in lieu elsewhere, from the company fund, of lard compound, is a violation of

A. R., 1238, 1908 (1242, 1910). (Commissary General, concurred in by the Secretary of War, Mar. 29, 1911; 13513-A, O. I. G.)

758. A request for authority to expend, out of the post exchange dividends of a company fund, for the benefit of the married enlisted men messing separately, "the same amount per man as is spent for the mess fund of the unmarried men per man," was disapproved by the War Department January 11, 1911. (14856, O. I. G.)

759. In the case of an appeal by a company commander against the orders of the post and department commanders directing him to reimburse the company fund with an amount expended for "a set of Moss-Dalton records," the War Department decided, May 17, 1910, that the post and department commanders were within their rights in the matter. (14179, O. I. G.)

760. Paying a man to look after a pool table should increase the profits therefrom; and paying men to cultivate a garden should increase its output. The post commander's statement shows that company \* \* \* gained materially by paying for such services. These expenditures from the company fund benefited the company, and solely the company, if the men employed were paid no more than their extra services for the company were worth.

Paragraph 329, Army Regulations, 1904 (A. R., 333, 1910), authorizes paying an enlisted man extra compensation from company funds for cooking food for a company. The same principle would permit paying a gardener for providing food for a company. It is only a step further in the same direction to paying a pool table attendant for increasing the funds with which food may be purchased for a company.

It is recommended that the expenditures reported in this case be approved.

The Inspector General was consulted, and concurs in the above recommendation, adding, however, that unduly large expenditures for the purposes in question should not be made. (Report of Asst. to the Chief of Staff, approved by the Acting Secretary of War Mar. 31, 1908; 12240, O. I. G.)

761. Expenditures from company fund for payment of extra pay to a room orderly or to a lavatory orderly are not authorized. (Secretary of War, May 15, 1911; 15052-A, O. I. G.)

762. In payment of extra-duty pay to company cooks, A. R., 329, 1904, should be strictly complied with. Recommendation that the paragraph cited (329) be amended so as to give greater latitude in the payment of company cooks from company funds was

not favorably considered by the War Department. (Secretary of War, May 29, 1906; 10806-A, O. I. G.)

NOTE.—A. R., 329, 1904, is same as A. R., 333, 1910.

763. Where soldiers are detached for duty as members of machine gun platoons and at rifle competitions, an allotment to improve their mess can be ordered by the department, regimental, or post commander from the fund of the organization to which they belong. (Inspector General of the Army, approved by Secretary of War July 28, 1908; 12515, 12518, O. I. G.)

764. Money accruing from the ration and savings account of an organization will be spent only for food. (A. R., 1242.)

765. The establishment of company exchanges or other undertakings not authorized by the Army Regulations or the orders or instructions of the War Department, for the purpose of accumulating company funds, is prohibited. (G. O. 165, W. D., 1906.)

766. The establishment of company barber shops and of company billiard and pool tables, from which revenues may be derived, is authorized. All funds accruing therefrom will be accounted for as part of the company fund. (G. O. 28, W. D., 1911, Par. II.)

767. The amount of an enlisted man's indebtedness to the company barber shop or billiard and pool tables, established under paragraph II, G. O. 28, W. D., 1911, can not be charged against him on the company pay rolls. (Op. J. A. G., concurred in by Secretary of War, June 29, 1911; 15282, O. I. G.)

768. Companies or detachments are not authorized to act as agents for laundries doing business at a post through an agent. (Secretary of War, Apr. 3, 1911; 14983-B, O. I. G.)

769. When rations obtained from the commissary are found by a surveying officer to have been lost, or destroyed, through unavoidable circumstances, so that those for whom they were procured were insufficiently subsisted and money is expended from the company fund for necessary subsistence, the company fund may be reimbursed by the Subsistence Department for the amount so expended upon a full statement of the circumstances of the case and the approval of the Secretary of War. (M. S. D., 187.)

770. Fuel or mineral oil issued to troops can not be sold for the benefit of company fund. (A. R., 1058, 1072.)

771. No troop should have to exceed three cows and eight hogs. (Dec. Chief of Staff, Jan. 13, 1906; 10528, O. I. G.)

772. Debts due company fund by a deserter can not be deducted from balance of pay and allowances forfeited by desertion. (Cir. 5, W. D., 1903.)

773. Stoppages on pay rolls on account of dues to company fund should be limited to reimbursements for loss of money pertaining thereto, or for damages to property purchased therefrom when stoppage is directed by proper authority after responsibility is established. (M. P. D., 949.)

774. The amount of any loss that an exchange may sustain in consequence of the failure of a soldier to pay for articles properly bought on credit, whether by his discharge without sufficient money due on his final statements to pay the debt, or by his desertion, will be deducted from the share of the profits of the company or organization to which the defaulter belongs. (Par. 17, G. O. 176, W. D., 1909.)

775. The loaning of any portion of a company fund to a regimental fund is irregular and is in conflict with A. R., 321, 1908 (324, 1910). (Secretary of War, Oct. 29, 1910; 14537, O. I. G.)

776. The loaning of money out of the company fund to an enlisted man of the company, the other members of the company guaranteeing to reimburse the amount in case of loss, is highly improper, unseemly, and not conducive to discipline. (Views of the Inspector General of the Army, concurred in by the Secretary of War, Mar. 6, 1911; 15015, O. I. G.)

777. The custodian of a company fund may cash final statements without profit, and may retain a small portion until settlement by the paymaster; the balance to be transmitted to the soldier as soon as the actual status of the account is known. (M. P. D., 38.)

778. The company commander will keep an account of the company fund, which will be inspected by the post, regimental, battalion, or squadron commander at least once each quarter. (A. R., 332.)

779. The fund of the hospital, or of a detachment or band having a separate mess, is regarded as a company fund. (A. R., 331; M. M. D., 309.)

780. Hospital fund. (A. R., 316-318, 320-324, 331, 332; M. M. D., 292, 307-322, 353, 365, 369, 593.)

781. Moneys accruing to the fund of a detachment of the Hospital Corps, together with the proceeds from the ration and savings account of the sick in hospital, and the commutation of rations paid to the surgeon conformably to A. R., 1284, belong to the hospital fund. (A. R., 331.)

782. Under A. R., 328, 1908 (A. R., 331, 1910); the gross amounts of all money received by the hospital are to be accounted for in the

fund account and properly accounted for. (Secretary of War, Jan. 17, 1911; 14875, O. I. G.)

788. The surgeon of a post or command, or the commanding officer of a general hospital or other sanitary formation, will keep, account for, and expend the hospital fund, according to the instructions of the Surgeon General, exclusively for the benefit of the sick in hospital and of the enlisted men of the Hospital Corps and members of the Nurse Corps on duty therein. (A. R., 1484.)

784. The War Department has no objection to allowing enlisted men of the Hospital Corps on duty in a hospital and messing separately, the privilege of purchasing food supplies from those purchased out of the hospital fund, from outside dealers, at cost price, provided the arrangement is properly supervised and guarded, the sale to be kept on the accounts of the hospital mess and the receipts properly accounted for on the statement of the hospital fund. (Secretary of War, Sept. 25, 1911; 15240, O. I. G.)

785. Cows may be purchased from hospital fund upon authority of chief surgeons. (M. M. D., 316.)

786. The hospital gardener may be paid not exceeding \$10 per month from the hospital fund, when authorized by chief surgeon. (M. M. D., 314.)

787. Gratuities to hospital cooks and assistant cooks. (M. M. D., 314.)

788. Purchase of ice from hospital fund. (M. M. D., 323.)

789. The purchase from the hospital fund of liquors (wines, beer, etc.), except for use of the sick in hospital, is prohibited. (M. M. D., 315.)

790. Receipts for expenditures of hospital fund for which the responsible officer claims credit are required to accompany the accounts when audited under paragraph 313, Army Regulations, or 283, Manual for the Medical Department. (Dec. Acting Secretary of War, Oct. 29, 1907; 12006, O. I. G.)

NOTE.—A. R., 313, 1904, is same as A. R., 317, 1910; M. M. D., 283, 1906, is M. M. D., 320, 1911.

791. It is not deemed advisable to require vouchers to hospital fund account to be made in duplicate; the inspection by the Inspector-General's Department should cover the hospital fund account to date if practicable, but if any vouchers have been forwarded to the chief surgeon of the department and not received back (see M. M. D., 283), the inspector should note this fact and what vouchers are missing. (Secretary of War, Aug. 9, 1907; 11829, O. I. G.)

NOTE.—M. M. D., 283, 1906, is M. M. D., 320, 1911.

792. The restrictions imposed on the custody of funds by A. R., 320, 1904, as amended by paragraph 1, G. O., 32, W. D., 1908, are not intended to have any bearing upon the working of paragraph 287, Manual for the Medical Department, 1906. (Secretary of War, Mar. 13, 1908; 8340-AA, O. I. G.)

NOTE.—A. R. 320, 1904, as amended, is same as A. R., 324, 1910. Paragraph 287, M. M. D., 1906, is same as paragraph 317, M. M. D., 1911.

793. The inspection of the hospital fund by the commanding officer should develop the fact whether or not the post surgeon complies with A. R., 1479 (A. R., 1484, 1910), with respect to the fund being spent "exclusively for the benefit of the sick in hospital and of the enlisted men of the Hospital Corps and members of the Nurse Corps on duty therein;" the correctness of the account; that the surgeon has in his possession the cash the account shows him to be responsible for. If the inspection should be made at a time when the vouchers are at department headquarters, proper notation should be made and the inspection completed upon the return of the vouchers. The post commander has no power to revise the action of the chief surgeon, but if, in his opinion, the fund is not expended as contemplated by the paragraph cited, it is his duty to report the facts in the case to the commanding general of the department, who will in turn bring the matter before the Surgeon General and have it decided by competent authority. The object of the inspection is evidently to have a disinterested person on the ground go over the account, verify the cash, and report any irregularity if such, in his opinion, should exist. (Views of Inspector General of the Army concurred in by the Surgeon General, and the Secretary of War, Oct. 5, 1910; 14572, O. I. G.)

794. When troops are transiently at a post or station for a period of less than 10 days they are not entitled to share in the bakery profits. (A. R., 327.)

795. Method of making an equitable distribution of the earnings of the post bakery, referred to in A. R., 324, 1908 (A. R., 327, 1910) will be determined by the post council of administration. (Cir. 76, W. D., 1910.)

796. The expense of the bakery will be restricted to the extra pay of the bakers, the purchase of articles necessary for making bread and utensils not furnished by the supply departments, and the cost of power used in the operation of authorized bread-making machinery. These expenses must be paid from the bakery fund. (A. R., 338.)

797. Post bakers should be provided with 12 aprons and 4 caps each, furnished and laundered at the expense of the bakery fund. (M. A. B., 91.)

798. The purchase of soap from the Subsistence Department by the post bakery is fully authorized both by A. R., 338 and 1263, 1910. It is not believed that soap should be *issued* by the Subsistence Department to the post bakery. (Commissary General concurred in by the Secretary of War, May 1, 1911; 15154, O. I. G.)

#### GENERAL STAFF CORPS.

799. Compilation and condensation of existing law, regulations, and orders relating to the General Staff Corps, including the detail and duties of the Chief of Staff; the submission to him of annual reports of division and department commanders and bureau chiefs, etc.; the organization of his office, with rules for the transaction of the business thereof; detail in, and duties of the General Staff Corps, etc. (G. O., 68, W. D., 1911.) See also 474, *ante*.

#### GUARD DUTY.

800. At all posts or stations where there are two or more companies, guard and fatigue duties will be performed in turn by organizations or subdivisions thereof. When an organization is detailed to form the guard the commander thereof will be the officer of the day and the junior officers thereof will be the officers of the guard. The organization may, in the discretion of the commanding officer, be inspected on its own parade by its commander and marched to the post of the guard by the senior subordinate.

When details of subdivisions of a company are made for guard duty, the detail of officer of the day, officer of the guard, if any, and musicians of the guard, will be made by roster. (M. G. D., 12, amended by G. O. 210, W. D., 1910.) See G. O. 193, W. D., 1910.

801. At coast artillery posts, each company in turn, except as otherwise provided for in G. O. 88, W. D., 1907, will furnish the entire enlisted strength of the post guard. (G. O. 88, W. D., 1907.)

802. Guard mounting, parade, and other ceremonies may be held at coast artillery posts after 1 o'clock p. m. (G. O. 136, W. D., 1911.)

803. Field artillery troops are no longer exempt from post guard, police, and fatigue duty. (G. O. 179, W. D., 1907, rescinding A. R., 368, 1904, and M. G. D., 14, 1902.)

804. The strength of post guards, as far as practicable, will be made so as to insure privates an interval of not less than six days between tours, or only one tour in seven days. When the number of available men at a post is not sufficient to fulfill this requirement, extra and special duty men should be regularly detailed for night guard duty, still performing their usual duties in the day time. When it becomes necessary to detail extra and special duty men for guard, a roster of such men containing a record of the guard duty performed by each will be kept by the sergeant major under supervision of the adjutant. (M. G. D., 27, amended by G. O. 210, W. D., 1910.)

805. Officer of the day will visit the guard and sentinels at least once between 12 o'clock midnight and daylight, and when there is no officer of the guard, he will visit each relief at least once while it is on post. (M. G. D., 50.)

806. Arsenals and armories are exempt from the requirements of the second section of paragraph 55, Manual of Guard Duty, 1902, as amended by G. O., 189, W. D., 1906, directing the officer of the day to visit the guard and sentinels between 12 o'clock midnight and daylight. (Ordnance Orders, 24, 1906; 11152-A., O. I. G.)

NOTE.—M. G. D., 55, of 1902 is same as M. G. D., 50, of 1908.

807. The commander of the guard will visit each relief at least once while it is on post, and at least one of these visits will be made between 12 o'clock midnight and daylight. (M. G. D., 64.)

808. The detail of officers of the guard will be limited to the necessities of the service and efficient instruction; inexperienced officers may be detailed as supernumerary officers of the guard for the purpose of instruction. (M. G. D., 23.)

809. Orderlies for commanding officers shall be selected daily from the guard at guard mounting. \* \* \* The unauthorized practice of detailing permanent orderlies has a tendency to establish a very objectionable connection between orderly duties proper and other employments not purely of a military character; this practice is, therefore, prohibited. (Cir. 10, A. G. O., 1890.)

810. Sentences imposing tours of guard duty are forbidden. (A. R., 980.)

811. By detachments of the Signal Corps. (Cir. 48, W. D., 1904.)

812. Sentries on duty at docks (seacoast posts) are to be instructed to report promptly any vessel that is about to anchor in the vicinity of military cables and to warn the master of such vessel that he is endangering the cables and is liable to prosecution if any damage is done. Additional sentries will not be posted for this purpose except when absolutely necessary. (G. O., 165, W. D., 1905.)



813. For batteries of field artillery. (W. D., G. O. 162, 1904; 131, 1907; 216, 1910; Ordnance pamphlets Nos. 1659, 1761, 1771.)

814. Distribution of load on 3-inch field carriage. (Cir. 8, W. D., 1907.)

815. Kind of guns to be used in firing blank ammunition. (G. O. 22, W. D., 1911, par. 24.)

816. Guns for machine-gun platoons. (G. O. 113, W. D., 1906; Ordnance pamphlet No. 1770.)

817. Precautions to be taken to avoid, after cessation of firing, the possibility of a cartridge remaining in the barrel of the Maxim automatic machine gun, caliber .30, model of 1904, and its being discharged by the heat of the barrel. (G. O. 99, W. D., 1910.)

818. Assembling and mounting of guns and carriages in seacoast fortifications. (Cir. 19, A. G. O., 1898.)

819. Numbering of guns and mortars at fixed batteries. (G. O. 51, W. D., 1906; D. R. C. A., 855.)

820. Inspection of seacoast guns during closed season. (See par. 106, *ante*.)

821. Rules for the inspection of guns, gun carriages, etc., turned over to the artillery. (G. O. 65, A. G. O., 1901.)

822. Guns mounted on disappearing carriages will be kept habitually in the loading position, which is at an angle of elevation of about 5°. Guns not mounted on disappearing carriages will be kept habitually at an angle of depression of about 5°.

Mortars will be habitually elevated so that they will be parallel to the piston rod with the breech cover left off. The translating roller will be left in place. At posts where the sand blows into the breech mechanism and at all posts during the cold season where snow and ice may collect and form around the breech mechanism, the mortar will be kept horizontal with the breech cover on.

All seacoast guns will be kept habitually with breech and muzzle covers on when not in use. (Cir. 76, W. D., 1907; D. R. C. A., 860, 861.)

823. The firing of mortars at greater angles of elevation than 65° is not authorized. (Chief of Ordnance, Feb. 13, 1909; 12819, O. I. G.)

824. No cannon that may hereafter be mounted in a seacoast fortification will be fired by the coast artillery until the artillery district commander has been notified in writing by the district armament officer that the cannon and its carriage have been proof-fired and are in condition for use. (G. O. 220, W. D., 1909.)

825. Precautions and responsibility for safety in firing guns. Coast artillery (D. R. C. A., 647-658, 684); field artillery (G. O. 46, W. D., 1911, par. 33); with blank ammunition (G. O. 22, W. D., 1911, par. 24).

826. Danger zones of ricochets from seacoast guns with reference to safety of vessels. (Art. Bull. No. 65, serial No. 76, Oct. 19, 1909.)

827. Electric circuits used on seacoast gun carriages. (W. D., G. O. 194, 1906; 94, 1907; 70, 1909.)

828. Computations for elevation scales for seacoast guns. (W. D. Cir. 7, 1906, 23, 1907.)

829. Instructions for adjusting gas-check pads for all calibers and models of guns. (Cir. 46, A. G. O., 1902.)

830. Instructions for adjusting the safety attachment to 4.7-inch and 6-inch Armstrong rapid-fire guns. (Cir. 59, A. G. O., 1902.)

831. Instructions for pulling obturating friction primers. (Cir. 47, A. G. O., 1902; D. R. C. A., 347-352.)

832. Terms batteries "in service," "out of service," "in commission," and "out of commission" defined. (D. R. C. A., 832.)

833. Care of seacoast guns and carriages. (D. R. C. A., 599, 833, 834, 856-876.)

834. All disappearing guns in commission shall be tripped at least once each week. All guns in commission shall be elevated and depressed between limits at least once each week. All carriages in commission shall be traversed between stops once each week. Guns and carriages out of commission shall be tripped, elevated, depressed, and traversed at least once each month. (D. R. C. A., 894.)

835. Instructions for the care and cleaning of recoil cylinders. (D. R. C. A., 849, 862, 869.)

836. Firing mechanisms should not be left on any gun or mortar out of service, but should be kept dismantled in the box provided for the purpose. All parts must be kept oiled and entirely free from dust. (D. R. C. A., 876.)

837. The breechblocks of 10-inch and 12-inch breech-loading rifles, model 1888, mounted on barbette carriages, should not be opened when the gun has an elevation of more than 1°. \* \* \* Neither of these guns should be elevated or depressed while the breech is open. (D. R. C. A., 875.)

838. Instructions relative to the adjustment of the friction devices of the elevating mechanisms of seacoast carriages, with table showing maximum allowable weight and where weight may be applied. (Cir. 13, W. D., 1910.)

839. Instructions as to the use of oil on guns and carriages, kinds of oil, etc. (Cir. 29, W. D., 1910; D. R. C. A., 848.)

840. Methods for making repairs and alterations to seacoast guns and carriages and their accessories, implements, and equipments, and to instruments of the fire-control system issued by the Ordnance Department. (G. O. 62, W. D., 1908, Par. IV, sec. 23; A. R. 1559-1561.)

841. Inspection and repair of ordnance matériel issued for the instruction of coast artillery organizations of the Organized Militia. (G. O. 75, W. D., 1911.)

842. Inspection, repair, and alteration of mobile artillery matériel by the Ordnance Department: In the different military departments. (G. O. 9, 116, 168, W. D., 1911.) Issued to the Organized Militia. (G. O. 225, W. D., 1910; G. O. 116, W. D., 1911.)

843. Care of ammunition service apparatus for seacoast guns. (D. R. C. A., 835, 836.)

844. Instructions for the general maintenance of 10-inch and 12-inch powder hoists, type A, model 1910. (3d Supp. to Mimeo. No. 137, serial No. 486, Eng. Dept., July 7, 1911.)

845. Painting of seacoast guns and carriages. (D. R. C. A., 851, 852.)

846. Name and direction plates and trunnion brackets for telescopic sights shall not be removed while painting guns and carriages. Sight brackets shall not be painted. Name and direction plates are painted, but the raised surfaces of the letters and figures must be kept polished. (D. R. C. A., 852.)

847. Instructions for the removal of old paint from guns and carriages. (Cir. 56, A. G. O., 1902; D. R. C. A., 854.)

848. Mortars are raised from their trunnion beds at least once every two years, or more frequently if necessary, and trunnion beds cleaned thoroughly, including the oil grooves in the trunnion-bed liners. (D. R. C. A., 863.)

849. Once every two years mortars shall be dismantled, the carriage cleaned and overhauled, and the old paint removed from the counter-recoil springs, which are given two coats of new paint. The springs on the right spring bolt are placed on the left spring bolt and the springs on the two inside bolts interchanged in reassembling. (D. R. C. A., 864.)

850. Method of removing paint from the counter-recoil springs of mortar carriages. (Cir. 45, W. D., 1906; D. R. C. A., 868.)

851. Painting (splashing) of barbette guns and carriages to conform in general hue to that of the surrounding landscape. (Mimeo. No. 133, serial No. 471, Eng. Dept., Aug. 2, 1910.)

852. Pent houses will not be provided for shelter for seacoast artillery. The deterioration of artillery material must be prevented by the unremitting care and watchfulness of the officers and troops to whom the use and care of the modern armaments are confided. (Cir. 8, A. G. O., 1901.)

853. Specially shaped paulins for the winter protection of seacoast guns and carriages at fortifications on the Atlantic coast, north of the fortieth parallel of latitude, will be provided by the Ordnance Department upon requisition, except for 12-inch mortars and their mounts, which will not be provided until the completion of the tests now in progress. Paulins for other fortifications than those named above or for other purposes will be provided only in special cases of extreme necessity, which should be fully explained in each instance. (G. O. 8, W. D., 1907; D. R. C. A., 888.)

854. Prevention of loss by theft of hand counterweights of disappearing carriages. (Cir. 28, W. D., 1906.)

855. Care of armament at coast artillery subposts by caretaker detachments. (Cir. 65, W. D., 1906; D. R. C. A., 890-898.)

856. Transfer of guns, carriages, and range finders, or other ordnance material permanently emplaced, will not be made without authority from the Secretary of War. (G. O. 62, W. D., 1908, par. IV, sec. 21.)

857. The habitual place of storage of machine guns issued to coast artillery posts is in the galleries of batteries, for which purpose they may, when it is necessary, be dismounted. If the dampness of any particular batteries makes the removal of machine guns from them necessary, they should be stored at other places where shelter may be available as convenient as possible to the batteries to which they are assigned. (Chief of Artillery, approved by Secretary of War Jan. 2, 1908; Cir. 1, Dept. Gulf, 1908; Mimeo. No. 107, serial 384, Eng. Dept., May 27, 1908.)

## HOLIDAYS.

858. The days that are declared legal holidays by the Federal Government are: New Year's Day (January 1), Washington's Birthday (February 22), Memorial Day (May 30), Independence Day (July 4), Labor Day (first Monday in September), Thanksgiving Day (day designated by the President for national thanksgiving), and Christmas Day (December 25). (Cir. 41, W. D., 1908.)



859. Whenever any day set apart as a legal holiday within the District of Columbia shall fall on the first day of the week, commonly called Sunday, then and in such event the day next succeeding shall be a holiday within the District of Columbia. (Act Dec. 20, 1881; 22 Stat. L., 1.)

860. It is hereby ordered that all offices of the Government, arsenals, navy yards, and stations, and other Government establishments shall, when the 1st day of January, the 22d day of February, the 30th day of May, the 4th day of July, and the 25th day of December, fall on the first day of the week, commonly called Sunday, be closed to public business on the following Monday and that all employees in the public service, wherever employed, who would be excused from work on the above-named days be excused on the following Monday when said days fall on the first day of the week, commonly called Sunday, excepting that where a State law fixes for a holiday another day than the Monday following such legal holiday, the Government offices and other Government establishments situated in such States shall close, and employees in the public service shall be excused on that day which is in conformity to State law. (Executive Order, published in Cir. 31, W. D., 1899.)

861. Holidays for per diem employees. (Joint Res., approved Jan. 6, 1885, 23 Stats. L., 516; and Feb. 23, 1887, 24 Stats. L., 644; Executive Order, published in G. O. 120, W. D., 1911.)

#### HONORS TO THE FLAG.

862. At every military post or station the flag will be hoisted at the sounding of the first note of the reveille, or of the first note of the march, if a march be played before the reveille. The flag will be lowered at the sounding of the last note of the retreat, and while the flag is being lowered the band will play "The Star Spangled Banner," or, if there be no band present, the field music will sound "to the color." When "to the color" is sounded by the field music while the flag is being lowered the same respect will be observed as when "The Star Spangled Banner" is played by the band, and in either case officers and enlisted men out of ranks will face toward the flag, stand at attention, and render the prescribed salute at the last note of the music. The national flag will be displayed at a seacoast or lake fort at the beginning of and during an action in which the fort may be engaged, whether by day or by night. (A. R., 446.) See par. 864, *post*.

**863.** Whenever "The Star Spangled Banner" is played by the band on a formal occasion at a military station, or at any place where persons belonging to the military service are present in their official capacity, all officers and enlisted men present will stand at attention, such position being retained until the last note of "The Star Spangled Banner." The same respect will be observed toward the national air of any other country when it is played as a compliment to official representatives of such country. Whenever "The Star Spangled Banner" is played under circumstances contemplated by this paragraph, the air will be played through once without repetition of any part, except such repetition as is called for by the musical score. (A. R., 389.) See par. 864, *post*.

**864.** There are two occasions on which officers and enlisted men are required to stand at attention when "The Star Spangled Banner" is played, namely:

1. When the air is played by a band on a formal occasion, other than retreat, at any place where persons belonging to the military service are present in their official capacity, in which case officers and enlisted men stand at attention throughout the playing of the air.

2. When the flag is lowered at retreat and aboard transport when the flag is hoisted at guard mounting. In this case part of the ceremony is the playing of "The Star Spangled Banner" (or "to the color" when there is no band) and another part is the salute to the flag. All officers and enlisted men out of ranks stand at attention facing the flag while the air is being played and at the last note of the music salute in the prescribed manner.

Sentinels on post in the vicinity of a place where the ceremonies mentioned above are taking place follow the rule for soldiers out of ranks, provided their duties are not such as to prevent their doing so; in the first case, standing at attention facing outward from their post throughout the playing of the air, and in the second case, standing at attention facing the flag until the last note of the music and then rendering the salute prescribed for the weapon with which they are armed. (Cir. 87, W. D., 1909.)

**865.** The national or regimental color or standard, uncased, passing a guard or other armed body will be saluted, the field music sounding "to the color" or "to the standard." Officers or enlisted men passing the uncased color will render the prescribed salute; with no arms in hand, the salute will be made by uncovering, the headress being held in the right hand opposite the left shoulder, right forearm against the breast. (A. R., 388.)

## ICE.

866. Manufactured with ice machines operated by the Quartermaster's Department, quantity issued to hospitals, commissaries, organizations, offices, etc., to be regulated by the post commander. (Q. M. M., 456.) See A. R., 1237, sec. 10.

867. Supply for hospital use and for the preservation of subsistence stores will be paramount to all other uses and will be given preference in all cases where a reduction of issue becomes necessary. (Q. M. M., 456.)

868. Rates of charge for surplus, manufactured with Government ice machines: For United States. (G. O. 205, W. D., 1906.) For Philippines. (G. O. 39, W. D., 1907.)

869. Sale of surplus ice to the public in competition with private enterprise is prohibited by law. (Army appropriation act Mar. 2, 1905; G. O. 40, W. D., 1905; and subsequent annual Army appropriation acts.)

870. Allowance for organizations, detachments, etc., issued by the Subsistence Department; when it may be issued by that department. (Sec. 10, A. R., 1237; M. S. D., 21, 30, 195-200.)

871. Commanding generals of territorial divisions are authorized to increase or decrease, without reference to the War Department, but with due regard to the interests of the service and existing law, the allowance of ice specified in A. R., 1237. (G. O. 89, W. D., 1911.)

872. At posts where it is practicable during the cold season to cut and store ice required, no issues of ice will be allowed from subsistence funds as long as such stored ice is available. (A. R., 1237, sec. 10.)

873. Ice will not be issued to organizations of the Philippine Scouts under section 10, paragraph 1233, Army Regulations (A. R., 1237, 1910), but, when practicable and necessary, it will be issued to the Subsistence Department for the preservation of perishable subsistence stores at stations garrisoned by Philippine Scouts, as at other stations. (Cir. 88, W. D., 1908.)

874. At posts and stations where ice machines are operated by the Quartermaster's Department, the Subsistence Department will not supply ice. (Q. M. M., 457; M. S. D., 196.) When an ice machine breaks down and ceases to produce ice the Subsistence Department will supply it. (M. S. D., 196.)

875. For hospitals, when not furnished by the Quartermaster's Department. (M. M. D., 323, 324.)

876. Instructions as to changes, extensions, repairs, etc., of Government ice plants. (G. O. 163, W. D., 1908.)

## INSTRUCTION.

*Theoretical.*

877. Regulations governing the service schools:

(a) The Army War College, Washington, D. C. (W. D. G. O. 116, 1907; 104, 1908; 76, 1910.)

(b) The Army Staff College, Fort Leavenworth, Kans. (G. O. 128, W. D., 1911.)

(c) The Coast Artillery School, Fort Monroe, Va. (G. O. 143, W. D., 1910.)

(d) The Engineer School, Washington Barracks, D. C. (W. D. G. O. 199, 250, 1909; 82, 1911.)

(e) The Army Field Engineer School, Fort Leavenworth, Kans. (G. O. 128, W. D., 1911.)

(f) The Mounted Service School, including the schools for field officers, company officers, farriers and horseshoers, bakers and cooks, Fort Riley, Kans. (G. O. 36, W. D., 1911.)

(g) The Army School of the Line, Fort Leavenworth, Kans. (G. O. 128, 157 W. D., 1911.)

(h) The Army Signal School, Fort Leavenworth, Kans. (G. O. 128, W. D., 1911.)

(i) The Army Medical School, Washington, D. C. (W. D. G. O. 139, 1905; 124, 1906; 134, 1907.)

(j) The Army Field Service and Correspondence School for Medical Officers, Fort Leavenworth, Kans. (G. O. 128, W. D., 1911.)

(k) The School of Fire for Field Artillery, Fort Sill, Okla. (G. O. 72, W. D., 1911.)

(l) The School for Bakers and Cooks, Washington Barracks, D. C. (G. O. 154, W. D., 1911.)

(m) The School for Bakers and Cooks, Presidio of San Francisco, Cal. (G. O. 154, W. D., 1911.)

(n) The School of Musketry, Presidio of Monterey, Cal. (G. O. 35, W. D., 1907.)

(o) The Training School for Saddlers and for Battery Mechanics of Field Artillery, Rock Island Arsenal, Ill. (G. O. 80, W. D., 1909.)

878. Noncommissioned officers may be sent to the service schools for instruction as farriers, horseshoers, saddlers, cooks and bakers. (W. D. dec. July 12, 1909, published in Cir. 18, Department of Texas, 1909.)

879. Garrison schools for officers. (G. O. 70, W. D., 1910; G. O. 152, W. D., 1911.)

880. Special course for captains and lieutenants of cavalry, field artillery, coast artillery, and infantry of more than 3 and less than



18 years' commissioned service who have not completed satisfactorily the garrison school course in the subjects of drill regulations, small-arms firing manual, military law, and international law. (G. O. 226, W. D., 1909.)

861. Officers of the Signal Corps will not be required to attend the garrison schools for officers. (Cir. 48, W. D., 1904.)

882. Schools for instruction of noncommissioned officers and specially selected privates in military subjects. (G. O. 70, W. D., 1910.)

883. Course of instruction for enlisted men of the Regular Army selected for detail for duty with the Organized Militia. (Cir. 29, W. D., 1909.)

884. Post schools for instruction of enlisted men in the common branches of education. (G. O. 70, W. D., 1910.) Extra-duty pay for school teacher fulfilling some other duty. (G. O. 148, W. D., 1911.)

885. Enlisted men of the Signal Corps will not be required to attend the post schools for enlisted men. (Cir. 48, W. D., 1904.)

886. Post schools for children. (G. O. 155, W. D., 1905.)

887. Attendance of officers of the Organized Militia: At military schools and colleges of the United States. (Sec. 16, act of Jan. 21, 1903, 32 Stat. L., 778; G. O. 7, A. G. O., 1903; and the regulations for the service schools, par. 877, *ante*.) At the garrison schools. (G. O. 70, W. D., 1910.)

888. Regulations governing the attendance of enlisted men of the Organized Militia as students at Army service schools. (G. O. 247, W. D., 1909.)

889. Textbooks for the various schools and colleges of the Army are prescribed by Circular 38, W. D., 1905, the third paragraph of which has been amended as follows:

SEC. 5. Provisional Small Arms Firing Manual, 1909, substituted for Firing Regulations for Small Arms. (Cir. 64, W. D., 1909.)

SEC. 6. Organization and Tactics (Wagner), seventh edition, 1906, substituted for prior editions of that work. (W. D. Cirs. 80, 1907; 95, 1908.) Studies in Minor Tactics, Army School of the Line, Department of Military Art, added for study and reference in the solution of tactical problems. (Cir. 61, W. D., 1909.) Applied Principles of Field Fortifications for Line Officers (Woodruff) added for study and reference in the solution of tactical problems in the post-graduate work. (Cir. 89, W. D., 1909.)

SEC. 10. The Elements of Military Hygiene (Ashburn) substituted for Woodhull's Military Hygiene. (Cir. 61, W. D., 1909.)

**SEC. 11.** Topographical Surveying and Sketching (Rees) substituted for Root's Military Topography and Sketching. (Cir. 95, W. D., 1908.) Military Topography (Sherrill) substituted for Rees's Topographical Surveying and Sketching. (Cir. 72, W. D., 1910.)

**SEC. 12.** The 1906 edition of Horses, Saddles, and Bridles (Carter) substituted for the 1902 edition of that work. (Cir. 1, W. D., 1907.)

**890.** Textbooks on the subjects of drill regulations and artillery, seacoast engineering, and fortress warfare prescribed for use in the garrison schools for officers of Coast Artillery Corps. (Cir. 54, W. D., 1906.)

**891.** Textbooks on foreign languages authorized at the Army Service Schools, Fort Leavenworth, Kans. (Cir. 54, W. D., 1910.)

**892.** List of textbooks and publications prescribed for use by examining boards in the examination of officers for promotion and recommended for special study by officers preparing for such examination, is published in G. O. 143, W. D., 1906, which has been amended as follows:

The 1906 edition of Horses, Saddles, and Bridles (Carter) substituted for the 1902 edition of that work. (Cir. 1, W. D., 1907.)

The seventh revised edition of Wagner's Organization and Tactics substituted for prior editions of that work. (Cir. 30, W. D., 1907.)

Root's Military Topography and Sketching substituted by Rees's Topographical Surveying and Sketching. (G. O. 191, W. D., 1908.) Latter substituted by Sherrill's Military Topography. (G. O. 205, W. D., 1910.)

Ballistics, Part I (Hamilton), prescribed in lieu of Artillery Circular N, War Department. (G. O. 2, W. D., 1909.)

The Elements of Military Hygiene (Ashburn) prescribed in lieu of Woodhull's Military Hygiene. (G. O. 198, W. D., 1909.)

Provisional Small Arms Firing Manual, 1909, prescribed in lieu of Small Arms Firing Regulations. (G. O. 244, W. D., 1909.)

Applied Principles of Field Fortifications for Line Officers (for study and reference in the solution of tactical problems) added. (G. O. 249, W. D., 1909.)

Studies in Minor Tactics, Army School of the Line, Department of Military Art (for study and reference in the solution of tactical problems), added. (G. O. 198, W. D., 1909.)

**893.** Where there is any conflict between textbooks and War Department publications the latter will govern. (Cir. 13, W. D., 1907.)

*Practical.*

894. Garrison training of the mobile army will include gymnastics and outdoor athletics, bayonet combat, swordsmanship mounted and dismounted, packing, visual signaling, first aid, the details of tent pitching, close-order drills, ceremonies, guard duty, equitation and horse training, the preliminary training for range firing, the mechanism of extended-order drills, the hygienic care of the person, of buildings and of grounds, swimming, to include swimming with arms and equipment under proper precautions as to safety, exercises in leaving the post with a part or all of the command equipped for prolonged service in the field, and generally all such needful instruction as can be imparted profitably on limited ground and under the conditions imposed by garrison life. (G. O. 7, W. D., 1911, par. 2.)

In mounted commands schools of equitation will form part of the garrison training prescribed by G. O., 7, W. D., January 11, 1911. Instructions governing, etc. (G. O. 113, W. D., 1911.)

895. Field training of the mobile army will include range and field practice firing, practice marches, camping, and drills and exercises of every kind calculated to instruct and prepare the soldier in peace for his actual duties in war. These will embrace patrolling by day and night, marches in advance and retreat, leading of advance and rear guards, outpost duty by day and night, attack and defense of convoys and selected positions, rencontres, night operations, sketching of roads and areas, the drafting of field orders and the making of reports, the use of intrenching tools, individual field cooking, passing of obstacles, swimming horses, etc., as may be appropriate to each arm. (G. O. 7, W. D., 1911, par. 3.)

896. Time, during the periods devoted to practical instruction, when company, troop, battery, squadron, and battalion commanders are permitted to instruct their organizations in their own discretion. (Par. 6, G. O. 7, W. D., 1911.)

897. Practice marches and instruction to be combined therewith for the mobile troops. (G. O. 7, W. D., 1911, pars. 4 and 5.) Practice marches for coast artillery troops. (G. O. 229, W. D., 1910, par. 13.)

898. Except when excused by higher authority, all officers should accompany their commands on the monthly practice marches, and reports should be required, naming in every case any who are unable or fail to do so, or fall out on the march. (G. O. 240, W. D., 1907.) See par. 4, G. O. 7, W. D., 1911.

899. Instructions to department commanders in connection with the training of troops, division of time, latitude to be given organi-

zation commanders, progressive schemes, inspections, preparedness of commands to take the field on short notice equipped for war, reduction of official correspondence in order that the maximum amount of time may be devoted to instruction, etc. (G. O. 7, W. D., 1911, pars. 1 and 7; G. O. 195, W. D., 1910; letter W. D., A. G. O., Oct. 29, 1910, to department commanders in the United States; 14661, O. I. G.) See A. R., 246.

**900.** Educational scheme for officers entering the Corps of Engineers. (G. O. 4, office of the Chief of Engineers, 1909.)

**901.** The company equipment of engineer companies is to be used as far as practicable for routine drill and instruction in garrison, as well as for service in the field, the object being to test the various instruments and tools issued to the companies and to determine the necessity for or sufficiency of the various items. The company carpenter outfit is not intended for field use. (E. R. 548.) See par. 432, *ante*.

**902.** Department commanders having wireless telegraph sections of Signal Corps companies in their commands will take measures to promote practice of the cavalry with such sections whenever practicable, it being understood that no shipment of troops to accomplish this instruction is contemplated. (Cir. letter, W. D., A. G. O., May 11, 1909, to department commanders in the United States and the Commanding General, Philippines Division; 12944, O. I. G.)

**903.** Training of horses received from remount depots. (G. O. 188, W. D., 1910.)

**904.** Encouragement to be given to the cultivation of horsemanship in the Army; infantry captains to be afforded facilities and opportunities for horseback riding. (W. D., G. O. 240, 1907, 148, 1910.)

**905.** Post contests in saber and bayonet exercises. (Par. II, G. O. 72, W. D., 1907.)

**906.** Field artillery instruction orders. (W. D., G. O. 4, 7, 46, 1911.)

**907.** Method of instruction in indoor firing practice for field artillery officers. (G. O. 183, W. D., 1909.)

**908.** Coast artillery instruction orders. (C. A. M. 11, W. D., 1910; G. O. 229, W. D., 1910, amended by G. O. 136, W. D., 1911.)

**909.** Instructions with reference to the preparation for and conduct of seacoast artillery target practice. (C. A. M., 6, W. D., 1909.)

**910.** Officers in command of mortar batteries will improvise a device to detect errors in azimuth in the laying of mortars both at drill and target practice. (C. A. M., 4, W. D., 1910.)

911. The method of making checks in mortar fire direction should be thoroughly understood by every mortar battery commander. If a battery commander does not know of them he is not competent to command a battery. If he does know of the checks and does not employ them he is not performing his duty. (Art. Bull. No. 41, serial No. 45, Jan. 23, 1908.)

912. Neither service nor subcaliber practice will be held by a company of coast artillery until such company is thoroughly familiar with all of the equipment supplied for the service of the battery at which the company is to fire. (Cir. 62, W. D., 1906.)

913. Who may be excused from coast artillery drill upon approval of artillery district commander. (Par. 6, C. A. M., 11, W. D., 1910.) Also see G. O. 229, W. D., 1910, par. 13.

914. Annual encampment, coast artillery. (Pars. 14-20, C. A. M. 11, W. D., 1910.)

915. Coast artillery instruction in service of mines. (Pars. 81-100, C. A. M., 11, W. D., 1910.)

916. Infantry instruction and small-arms practice for coast artillery. (G. O. 229, W. D., 1910.)

917. Target year for all arms of the service will begin January 1 and end December 31. (G. O. 12 and 22, W. D., 1911.)

918. Supplementary practice season for small-arms firing. (Pages 21, 66, 69, Prov. S. A. F. M.)

919. Special instruction in the methods of rendering first aid to the sick and wounded will be given to all enlisted men of the Signal Corps and of the line of the Army by their company officers for at least 12 hours in each calendar year. (A. R., 1442.)

920. Instruction necessary to enable company officers to drill the enlisted men in their companies in methods of rendering first aid, etc. (M. M. D., 177.)

921. The surgeon or his assistant can properly be directed by the post commander to give the necessary instruction in first aid to company officers. (Actg. Surg. Gen., published in Cir. 20, Department of the East, 1904.)

922. Instruction of field hospitals and ambulance companies. (M. M. D., 153-159, 175.)

923. Instruction of Hospital Corps detachments. (A. R., 1436, 1443; M. M. D., 161-174; G. O. 169, W. D., 1911, par. 2, sec. (c).)

924. Instruction in extended order drill should not be required of Signal Corps companies. (Chief of Staff, Dec. 16, 1904; 9778-A, O. I. G.)

**925.** The department commander will supplement the operations of the Signal Corps of the Army by such instruction in practice in military signaling as may be necessary for the public service. He will cause each troop, battery, and company commander to have at all times at least two available enlisted men able to exchange messages in the Army and Navy code at short distances by flag. (A. R., 1584.)

**926.** Signaling for coast artillery. (Par. 17, G. O. 229, W. D., 1910.)

**927.** Proficiency in heliograph and flag signaling will be considered to have been attained whenever the signaler is competent to send 8 and receive 5 words per minute with the heliograph, and to send and receive, each, 6 words per minute with the flag. (Chief Signal Officer of the Army, Mar. 14, 1895; 640, O. I. G.)

**928.** Commanding officers are required to provide for the instruction of their commands in swimming where opportunity is available. (Cir. 11, W. D., 1905.) Also see G. O. 7, W. D., 1911, par. 2.

**929.** Swimming horses. (G. O. 7, W. D., 1911, par. 3; C. D. R., 374; D. R. L. A., 1100.)

**930.** Athletics and gymnastics: For mobile troops. (G. O. 7; W. D., 1911, par. 2; G. O. 46, W. D., 1911, par. 4.) For Coast Artillery troops. (G. O. 229, W. D., 1910, par. 18.)

**931.** Information for convenience and assistance of all concerned in athletic competitions. (Cir. 35, W. D., 1908.)

**932.** Prizes for athletic sports. (Par. 17, G. O. 176, W. D., 1909.)

**933.** Manual of "Calisthenic Exercises (Koehler), Manual of Gymnastic Exercises (Koehler), and Manual of Physical Drill (Butts) are furnished to the Army by the War Department.

**934.** Instruction of machine-gun platoons of cavalry and infantry. (G. O. 113, W. D., 1906.) See G. O. 47, W. D., 1910.

**935.** The machine-gun platoon in garrison, in so far as drill and instruction (except small-arms target practice) are concerned, is an independent unit, under the immediate command of the platoon commander.

The members of the machine-gun platoon are normally not expected to receive instruction with their respective companies in addition to drilling and receiving instruction with the platoon, and normally the platoon commander is not expected to attend company drill and instruction in addition to his duties with the platoon, as his time is supposed to be fully occupied with the duties pertaining to his platoon.

Paragraph 4, G. O. 177, W. D., 1907 (par. 6, G. O. 7, W. D., 1911), is construed to mean that the machine-gun platoon commander shall have his full organization one day in each week for such practical training as he may see fit. (Indorsement A. G. O., Feb. 17, 1908, published in Cir. 11, Dept. of the Missouri, 1908.)

**986.** Machine-gun Firing Regulations. (G. O. 130, W. D., 1909.) The War Department furnishes drill regulations "for Machine-gun Organizations of Cavalry" and "for Machine-gun Platoons of Infantry." (Also see Cir. 2, W. D., 1910.)

## LAUNDRIES.

**987.** Post laundries will not be established at posts where post exchange laundries or other classes of laundries are in successful operation. (G. O. 68, W. D., 1910, par. 3.)

**988.** Regulations for the operation and maintenance of post laundries established at military posts by the Quartermaster's Department. (G. O. 68, W. D., 1910.)

**989.** Steam, under Quartermaster's Department: Not to compete with private enterprise; may do work for other branches of the Government, when, and how receipts for same are to be accounted for. (Army appropriation act Mar. 2, 1906; G. O. 40, W. D., 1906, pp. 14, 15; and subsequent annual Army appropriation acts.)

**940.** Post laundries established by authority of the Secretary of War, and operated under regulations approved by him, may, in the discretion of the commanding officer, extend credit to the enlisted men of the command to an amount not to exceed \$2 a month for each man. Indebtedness to the post laundry to be charged on muster and pay rolls. (G. O. 116, W. D., 1910.)

**941.** The post council will fix laundry charges. (A. R. 319.) See par. 6, G. O. 68, W. D., 1910, as to post laundry charges.

**942.** An indebtedness to the post laundries established out of funds carried by the acts of appropriation for the support of the Army is an indebtedness to the United States. (G. O. 138, W. D., 1910.)

**943.** A laundry established by private individuals at a military post, under revocable license issued by the War Department, is not a post laundry within the meaning of A. R., 348 [A. R., 351, 1910] (M. P. D., 948.)

**944.** Laundering of new olive-drab cotton uniforms. (Cir. 59, W. D., 1910.)

**945.** Hospital laundries. (M. M. D., 328.)

**946.** Post exchange laundries. (G. O. 176, W. D., 1909, par. 10.)

**947.** Changes in or extensions of Government laundries. (G. O. 163, W. D., 1908.)

## MAIL.

**948.** Marking of foreign, supposed to contain dutiable articles. (G. O. 54, W. D., 1904.)

## MANURE.

**949.** Of posts is quartermaster's property, which should be used for the public service:

1. For post or company gardens.
2. For fertilizing ornamental grounds at posts, including post cemeteries.
3. In case any is not needed for these purposes, it should be sold at public auction, and the proceeds of the sale be deposited to the credit of the United States on account of miscellaneous receipts. (Cir. 12, A. G. O., 1891.)

## MAPS.

**950.** System of scales and contour intervals for military maps. (A. R. 453.)

**951.** Route maps. (A. R. 454.)

**952.** Copies of maps, plans, tracings, blue prints, sketches, etc., of domestic or foreign territory, containing information of military interest, to be forwarded to the War Department; exceptions. (G. O. 2, W. D., 1909.)

## MARINE CORPS.

**953.** Detached for service with the Army by order of the President: Subject to Rules and Articles of War (R. S., 1021); rations (act May 4, 1898, 30 Stat. L., 387; act Mar. 3, 1901, 31 Stat. L., 1130; A. R. 1225; M. S. D., 194); method of communicating orders to marines (Cir. 18, W. D., 1908).

**954.** If, upon marches, guards, or in quarters, different corps of the army happen to join or do duty together, the officer highest in rank of the line of the Army, Marine Corps, organized militia, or volunteers, by commission, there on duty or in quarters, shall command the whole, and give orders for what is needful in the service, unless otherwise specially directed by the President, according to the nature of the case. (122d Article of War, as modified by act approved Mar. 8, 1910; 36 Stat. L., 234; G. O. 43, W. D., 1910.)

**955.** In the absence of specific orders from the President detaching officers of the Marine Corps for service with the Army, the 122d Article of War does not authorize such officers to command troops of



the Army, and such officers will neither be assigned nor permitted by commanding generals or other officers of the Army to command troops of the Army on Army transports or elsewhere. (G. O. 161 and Cir. 66, W. D., 1909.)

956. Status of enlisted men of the Navy and Marine Corps as to police and guard duty, receiving orders, etc., while being transported on an Army transport. (G. O. 7, W. D., 1909.)

957. Messing of certain grades of enlisted men of the Navy and Marine Corps while traveling on Army transports. (T. R. 149, amended by G. O. 147, W. D., 1909.)

958. Articles of ordnance property may be sold by the Chief of Ordnance to officers of the Navy and Marine Corps, for their use in the public service, in the same manner as these articles are now sold to officers of the Army. (Act Mar. 3, 1909; G. O. 49, W. D., 1909, p. 31.)

#### MILITARY POST.

959. A military post means a place where troops are assembled, where military stores, animate and inanimate, are kept or distributed, where military duty is performed or military protection afforded—where something, in short, more or less closely connected with arms or war is kept or is to be done. (U. S. Supreme Court Report 94.)

#### MILITIA.

960. When the Organized Militia of any State, Territory, or the District of Columbia, shall engage in encampments, maneuvers, and field instruction with any part of the Regular Army at or near any military post or camp or lake or seacoast defenses of the United States, the command of such military post or camp and the officers and troops of the United States there stationed shall remain with the regular commander of the post without regard to the rank of the commanding or other officers of the militia temporarily so encamped within its limits or in its vicinity. (Sec. 15, act Jan. 21, 1903, amended by act Apr. 21, 1910; 36 Stat. L., 329; G. O. 78, W. D., 1910.)

NOTE.—For laws and regulations relating to the militia, see "The Organized Militia Regulations of the War Department."

961. Instructions for the promotion of closer affiliation between the Regular mobile troops and the Organized Militia, and to facilitate the instruction of the latter. (Cir. 28, W. D., 1909.)

## NATIONAL CEMETERIES.

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962. Instructions to govern all future joint Army and militia coast defense exercises. (G. O. 44, W. D., 1908, as amended by W. D. G. O. 64, 91, 1908; 71, 1909; 102, 1911.)

963. Rules and regulations governing the detail of line officers for duty as inspectors and instructors of the Organized Militia. (G. O. 33, W. D., 1911.) See act Mar. 3, 1911, G. O. 45, W. D., 1911, p. 14.

## MOSQUITOES.

964. Oil for destruction of, to be furnished by the Quartermaster's Department. (Cir. 23, A. G. O., 1901.)

## NATIONAL CEMETERIES.

965. List of national cemeteries assigned to certain quartermasters for administrative purposes. (Cir. 11, Q. M. G. O., 1911.)

966. The national flag will be displayed from sunrise to sunset every day. The post flag will be used in pleasant weather and the storm flag in stormy and windy weather. (N. C. R., 3.)

967. The entrance gates will be kept closed between sunset and sunrise. (N. C. R., 4.)

968. National cemeteries will not be used as picnic grounds. (N. C. R., 6.)

969. Regulations relating to interments, whose remains may be interred, etc. (N. C. R., 90-114.)

970. The erection of private monuments, headstones, or footstones will not be permitted until both the proposed design and the inscription have been approved by the Quartermaster General. (N. C. R., 116.)

971. Markers (of iron or other material) such as are usually furnished by military or other organizations, will not be allowed on any lot or grave site. (N. C. R., 129.)

972. Instructions relating to the care and cleaning of headstones and monuments: (N. C. R., 71, 86, 122, 130-133.) The cleaning of not less than 50 headstones per day per man is considered a fair average and should be required. (N. C. R., 130.)

973. Instructions for care of: Graves (N. C. R., 110, 134-137); lawns (N. C. R., 69-75); trees, shrubs, and plants (N. C. R., 73-89, 122); drives, walks, and drains (N. C. R., 66-68); roadways (N. C. R., 199-205); inclosures (N. C. R., 139).

974. Care of buildings. (N. C. R., 58, 130.) Directions to be followed in painting buildings, flagstaffs, inclosures, etc. (N. C. R., 65.)

975. Care of public animals. (N. C. R., 191.)

976. Care of tools and implements. (N. C. R., 145, 146.)

977. Superintendents will thoroughly familiarize themselves with the "Regulations for the Government of National Cemeteries." (Q. M. G. O., 1911.) Failure to observe them will result in suspension or dismissal. (N. C. R., 19.)

978. It is hereby made the duty of the inspector to notice and report the habits and conduct of the superintendents. (G. O. 66, A. G. O., 1873.)

979. Employees—duties, hours of labor, compensation, etc. (N. C. R., 39-55, 126, 130, 142, 195.)

980. Public or private domestic animals will not be allowed to run loose or to be picketed within the inclosure. Corporations or individuals (other than the superintendent) will not be allowed to pasture or shelter any animals on the reservation. (N. C. R., 192.)

981. The keeping of private horses, mules, cows, and fowl by superintendents. (N. C. R., 193-194.)

982. Vegetable gardens. (N. C. R., 29, 195, 196.)

NOTE.—See paragraph 290 (*ante*), and paragraph 1397 (*post*).

#### NONCOMMISSIONED OFFICERS.

983. Appropriate duties of coast artillery noncommissioned staff officers. (Par. II, G. O. 203, W. D., 1908.)

984. Noncommissioned staff officers of the Coast Artillery Corps of the grades indicated hereinafter will be verbally addressed as follows: Master electrician, to be addressed as electrician; engineer, as engineer; electrician sergeant, first class, and electrician sergeant, second class, as sergeant; master gunner, as gunner; fireman, as fireman. (G. O. 24, W. D., 1908.)

985. The post noncommissioned staff consists of ordnance, post commissary, and post quartermaster sergeants. (A. R., 93.)

986. The general noncommissioned staff consists of noncommissioned officers of the Signal Corps, Hospital Corps, and Ordnance Department, except ordnance sergeants. (A. R., 103.)

987. A post noncommissioned staff officer will assist the officer of his department, and will not be detailed upon any service not pertaining to his proper position, unless the necessities of the service require such detail, in which case the post commander will note the fact, with reasons therefor, on the sergeant's personal report. (A. R., 97.)

988. The presence of a commissary sergeant at a post does not in any manner relieve the commissary from responsibility for the care

of subsistence supplies. Commanding officers of posts will not permit commissaries to devolve their duties in any degree upon the commissary sergeants. (Cir. 23, W. D., 1909.)

989. Rules governing the examination of applicants for appointment as post noncommissioned staff officers. (G. O. 43, 232, W. D., 1909.)

990. Post noncommissioned staff officers, though liable to discharge for inefficiency or misconduct, will not be reduced. (A. R., 102.)

991. Master electricians, engineers, electrician sergeants, first class, electrician sergeants, second class, master gunners and firemen, Coast Artillery Corps, and ordnance, post commissary, and post quartermaster sergeants \* \* \* in garrison will not be required to turn out in heavy marching order. When they are paraded for reviews and inspections their posts are as prescribed in the Infantry Drill Regulations for the regimental noncommissioned staff (or battalion noncommissioned staff at posts where no regimental noncommissioned staff officers are serving), i. e., sergeant major on the right, post and other noncommissioned staff officers on his left in order of rank, senior on the right. (G. O. 233, W. D., 1909.)

992. Annual and other personal reports to be made by post noncommissioned staff officers. (A. R., 100.)

993. The military control of post noncommissioned staff officers serving at posts not occupied by troops is vested in the commander of the territorial department in which they are serving. All matters relating to them as soldiers subject to military command, as distinguished from the administrative duties imposed upon them by regulations and orders, will, except in cases of reenlistment, be determined at department headquarters, where their descriptive lists will be kept. (A. R., 99.)

994. Enlisted men of the several staff departments, including members of the post noncommissioned staff, will not be detailed on extra duty without authority from the War Department. They are not entitled to extra-duty pay for services rendered in their respective departments. (A. R., 171.) See Cir. 53, W. D., 1904.

995. Except in case of emergency, a noncommissioned officer will not be detailed on extra duty, other than that of overseer, without prior authority for such detail having been obtained from the department commander or the general officer commanding the post, or, in the case of places excepted from the control of department commanders by A. R., 189, from the Secretary of War. (A. R., 170.)

(101) .G .R .R .

996. Not to be detailed for any duty nor permitted to engage in any occupation inconsistent with their rank and position. (A. R., 170, 270.)

997. Their employment as company barbers, or as agents for laundries, or in any position of a similar character, is prohibited. (Cir. 34, W. D., 1907.)

998. To be carefully selected and instructed and always supported by company commanders in the proper performance of their duties. (A. R., 270.)

999. Officers will be cautious in reproving noncommissioned officers in the presence or hearing of private soldiers. (A. R., 270.)

1000. Whenever the regimental color sergeant is not present a battalion or squadron commander is authorized to select and detail a suitable noncommissioned officer from those actually present on duty with the battalion or squadron to carry the battalion or squadron colors. This detail will not excuse a noncommissioned officer from routine duty with his regular organization except during such periods as the colors are paraded. No special chevrons or other mark of distinction will be worn. At posts in artillery districts the same general rule will apply. (Cir. 88, W. D., 1907.)

1001. Mess sergeant: Authorized. (Act May 11, 1906, 35 Stat. L., 109; G. O. 80, W. D., 1908, p. 6.) From what grades detailed. (A. R., 1369.) Not to be detailed from enlisted men of the Coast Artillery Corps holding ratings as plotters, gun commanders, etc., under G. O. 89, W. D., 1908. (G. O. 171, W. D., 1908.) The commanding officers of machine-gun platoons that have separate messes are authorized to appoint mess sergeants for their platoons so long as separate messes are maintained. (W. D. dec. Oct. 5, 1910, published in Cir. 32, Department of the Columbia, 1910.) Detail on mine planters. (Cir. 88, W. D., 1908.) Additional pay not affected by the merging of mess sergeant's organization temporarily into a general mess. (Cir. 47, W. D., 1909.)

1002. Hereafter the Secretary of War may authorize the temporary appointment of such number of sergeants and corporals in the companies at the general recruiting depots as may be necessary for the proper control and instruction of the varying number of recruits attached to such companies. (Act Mar. 3, 1909, 35 Stat. L., 741; G. O. 49, W. D., 1909, p. 14.)

1003. Sergeants and corporals for recruiting stations. (Act Feb. 2, 1901, 31 Stat. L., 756; G. O. 11, A. G. O., 1901; A. R. 860.)

1004. Appointments of reenlisted noncommissioned officers. (Cir. 75, W. D., 1910.)

**1005.** Appointment, promotion, and reduction of noncommissioned officers on duty with machine-gun platoons. (Cir. 63, W. D., 1910.)

**1006.** Under A. R., 263, 1904 [A. R., 272, 1910], no lance corporal can be appointed in an organization in addition to the one authorized in said paragraph, unless one or more of the noncommissioned officers are absent. (W. D. dec., published in Cir. 24, Dept. of the East, 1904.)

**1007.** The reduction of noncommissioned officers to the grade of private and the disrating of chief mechanics, cooks, farriers, horse-shoers, mechanics, artificers, saddlers, and wagoners prior to their discharge, in order to enable them to obtain the bonus of three months' pay authorized by act of Congress approved May 11, 1908, are prohibited. (W. D. dec., Nov. 5, 1910, published in G. O. 135, Department of California, 1910.)

**1008.** Control of post commander over Signal Corps men on duty at post, inspection of their offices, etc. (G. O. 105, A. G. O., 1883; Cir. 2, A. G. O., 1884.)

**1009.** Enlisted men in charge of telegraph offices or of isolated signal stations are considered to be acting as sergeants of the Signal Corps, and will be held accountable for public property under A. R., 699 [A. R., 706, 1910.] (S. C. M. No. 7, par. 804.)

**1010.** Lectures and instruction to the Organized Militia by noncommissioned officers of the Regular Army. (Cir. 28, W. D., 1909.)

**1011.** Detail of retired, to educational institutions. (Act Apr. 21, 1904; G. O. 231, W. D., 1909.)

## OUTSIDE INFLUENCE.

**1012.** It is therefore announced that in future appointments, details, transfers, and assignments in the Army and Navy the Executive will be guided by the official records of the War and Navy Departments, respectively, to the exclusion of other sources of influence or information; but in case an officer has performed any special act of bravery or courage or rendered specially efficient service of which there is no record or only a partial record in the War or Navy Department, the testimony of any person who was an eyewitness of the same may be submitted for consideration.

Should it be discovered that since the publication of this order an officer of the Army or Navy has sought recommendation or support from the sources outside of those named above, this fact will debar him from obtaining the particular advancement, assignment, or detail which he has by such means attempted to secure, and

the fact that he has sought such influence will be noted on his official record. (Executive order July 7, 1906; G. O. 112, W. D., 1905.)

Supplementing orders heretofore issued, it is directed that hereafter all requests and recommendations, either written or verbal, received at the War Department from or on behalf of Army officers, of whatever nature—other than those received through regular military channels—shall be filed with or noted on their records. Officers who do not desire such notations on their records should take such action as may be necessary to prevent such requests or recommendations being made. (Executive order Mar. 3, 1909; G. O. 38, W. D., 1909.)

## PHILIPPINE SCOUTS.

**1013.** Organization of companies, squadrons, and battalions of Philippine Scouts authorized. (Act Feb. 2, 1901; 31 Stat. L., 757; G. O. 9, A. G. O., 1901, pp. 14, 15.)

**1014.** Battalions authorized: First (G. O. 59, 181, W. D., 1904); Second, Third, Fourth, Fifth, Sixth, and Seventh (G. O. 32, W. D., 1905); Eighth (G. O. 147, W. D., 1905); Ninth (G. O. 172, W. D., 1908); Tenth and Eleventh (G. O. 201, W. D., 1908); Twelfth (G. O. 243, W. D., 1909).

**1015.** Volunteer bands. (G. O. 8, W. D., 1908; par. 69, G. O. 1, Phil. Div., 1909, amended by G. O. 71, Phil. Div., 1909.)

**1016.** Strength of companies. (G. O. 8, W. D., 1908; G. O. 1, Phil. Div., 1909, par. 57.)

**1017.** Office of captain in the Philippine Scouts created. (Act May 16, 1908, 35 Stat. L., 163; G. O. 91, W. D., 1908.)

**1018.** Pay and allowances of first and second lieutenants of, appointed from natives of the Philippine Islands. (G. O. 67, W. D., 1907.)

**1019.** Who are eligible for appointment as officers in the Philippine Scouts. (G. O. 217, W. D., 1909.) See par. 600, *ante*.

**1020.** Competitive tests of noncommissioned officers for appointment as commissioned officers of Philippine Scouts. (Cir. 36, W. D., 1908.)

**1021.** Pay of enlisted men. (G. O. 236, W. D., 1909.) Not to exceed three privates in each Philippine Scout company may be employed on special sanitary work with additional pay of \$1.20 gold per month. (W. D., G. O. 8, 1908; 236, 1909; cablegram A. G. O., June 13, 1910; 15328, O. I. G.) Additional pay for marksmanship. (M. P. D., 781.)

## PHYSICAL EXAMINATIONS AND TESTS OF OFFICERS. 167

**1022.** Filipino ration. (A. R. 1223; 1226, sec. 4; 1228; 1242; 1243.) In time of war when Philippine Scouts are serving beyond the advance depots they will be subsisted the same as are regular troops. (A. R. 1223.) The haversack ration is not prescribed for Philippine Scouts in time of peace. (Mem. of Chief of Staff, approved by the Sec. War, Aug. 25, 1910; 14067, O. I. G.)

**1023.** Clothing allowance of enlisted men. (G. O. 67, W. D., 1911.)

**1024.** Articles of clothing prescribed for issue to enlisted men of Philippine Scouts. (Par. 62, G. O. 1, Phil. Div., 1909, amended by G. O. 1, Phil. Div., 1910.)

**1025.** Arms and equipments. (Pars. 64 and 64½, G. O. 1, Phil. Div., 1909, amended by G. O. 1, Phil. Div., 1910; par. 65, G. O. 1, Phil. Div., 1909, amended by G. O. 20, 79, Phil. Div., 1910.)

## PHYSICAL EXAMINATIONS AND TESTS OF OFFICERS.

**1026.** All officers of the active list of the Army who are on a duty status will keep themselves at all times in fit physical condition to perform active duty with troops under war conditions; duties of post and department commanders in this connection. (Par. 1, G. O., 148, W. D., 1910.)

**1027.** Physical condition of officers of the line who come up for examination for promotion to the grade of field officer, to be actually tested for skill and endurance in riding. (Executive Order, May 13, 1907; G. O. 181, W. D., 1907; par. 12, G. O. 192, W. D., 1909.) See G. O. 198, W. D., 1907.

**1028.** Test of physical condition and skill in horsemanship of all field officers to be made under the personal supervision of the several department commanders when making their annual inspections. (Executive Order, May 13, 1907; G. O. 181, W. D., 1907.) Also see par. 82, *ante*.

**1029.** Executive order of December 2, 1907, requiring annual tests to determine the fitness of all field officers for active operations, and annual reports setting forth whether junior officers are physically qualified for active operations. (G. O. 240, W. D., 1907.)

**1030.** War Department instructions to carry into effect the Executive order of December 2, 1907, covering riding and marching tests and physical examinations. (G. O. 148, W. D., 1910.)

**1031.** General officers will not be required to undergo the physical examination prescribed in paragraph 2, G. O. 148, W. D., 1910. (Par. 3, G. O. 148, W. D., 1910.)



1032. What officers of the permanent staff corps and departments may be excused from taking the physical test prescribed by G. O. 148, W. D., 1910. (Par. 6, G. O. 148, W. D., 1910.) All such officers below the grade of brigadier general shall take the prescribed physical examination. (Par. 6, G. O. 148, W. D., 1910.)

1033. Each case in which exemption is requested under paragraph 6, G. O. 148, W. D., 1910, will be considered each year on its merits. (W. D. dec. published in Cir. 30, office of the Chief of Engineers, 1910; 11670-S, O. I. G.)

1034. Side arms will not be worn while taking tests. (G. O. 148, W. D., 1909, par. 5.)

1035. Use of private mounts in taking the riding tests. (Cirs. 57, 59, W. D., 1909.)

#### POST BAKERIES.

1036. At all permanent posts a suitable building, including the plumbing, heating, and lighting fixtures used therein, will be provided by the Quartermaster's Department for baking bread. (A. R., 335; Cir. 29, W. D., 1906.)

1037. Bake ovens and apparatus pertaining thereto will be provided by the Subsistence Department. (A. R. 335.) For bakery equipment furnished by the Subsistence Department for various sized posts, see M. S. D., 262.

1038. Bread will be baked in post bakeries when practicable. The baking of bread by companies at posts is expressly forbidden. (A. R., 335, 340.)

1039. The provisions of A. R., 336, 1904 (A. R., 340, 1910), forbidding the baking of bread by companies at posts, is intended to apply only to the bakery bread of loaves baked at the post bakery for issue to troops and is not intended to prevent organizations from baking other kinds of bread, such as biscuits, rolls, muffins, and corn bread, for their own use. (Cir. 33, W. D., 1908.)

1040. The making of pies and cakes is not the work of the bakery, but pertains to the company mess or post exchange. (Secretary of War, Aug. 13, 1909; 13550, O. I. G.)

1041. Bread will be baked in one and two pound loaves; it will be sold to officers and those entitled to rations on charge sales at the price of the flour in the commissary. Bread sold to others will be sold at the price fixed by the post council and paid for at the time of delivery. (Par. 4, Cir. 25, W. D., 1910; A. R., 327.)

1042. Post bakeries are authorized to sell bread to post exchanges, on charge sales, to be paid for within the calendar month in which the sales are made. (Secretary of War, July 9, 1910; 14883, O. I. G.)

1043. Bread will be sold by the bakery only. (A. R., 327.)

1044. Paragraph 56, Manual for Army Bakers, indicates that approximately 100 pounds of flour will, with the other ingredients, produce 144 pounds of bread.

1045. The authorized weight of bread is based on its weight when 24 hours old. (Cir. 3, A. G. O., 1889.)

1046. Bakery accountability system. (Par. 4, Cir. 25, W. D., 1910.)

1047. When enlisted men or others entitled to rations are allowed to mess separately from companies or organizations they will not be required to purchase bread from the bakery, but they will not be entitled to any share of the bakery profits. (A. R., 327.)

1048. The post bakery should be scrupulously neat. On account of the nature of their work, bakers must bathe daily, making a complete change of underclothing. (M. A. B., 91.)

1049. An annual allowance of six scrubbing brushes and four mops is authorized for issue to each bakery by the Quartermaster's Department. (A. R., 1197.)

## POST COMMANDER.

1050. Duties of, in regard to drills and instruction, the preservation and care of public property, the enforcement of regulations, the proper condition of quarters and defenses; monthly inspection of the command, and frequent personal examination of the accounts of officers in charge of funds. (A. R., 203, 246, 329, 332, 669, 762.)

1051. To exercise constant and direct personal supervision over the practical and theoretical instruction of the command. (G. O., 195, W. D., 1910.)

1052. To dispose of matters of routine as far as practicable by personal interviews with the individuals concerned at such hours as will least interfere with the instruction of the command. (G. O., 195, W. D., 1910.)

1053. General officers commanding posts will leave the details of administration to subordinate commanders as far as practicable. (A. R., 203.)

1054. To make telegraphic reports of the death of an officer. (A. R., 83.)

1055. Must sign and fully authenticate the consolidated morning report of the condition of his command every morning. (Cir. 3, A. G. O., 1886; G. O., 194, W. D., 1909, p. 5.)

1056. Will exercise a rigid supervision and economy in the care and preservation of tableware and kitchen utensils. (A. R., 1194.)

1057. Pecuniary responsibility in issue of orders which may cause expenditure of money. (A. R., 664, 665.)

1058. Responsibility in approving proceedings of councils of administration. (A. R., 320.)

1059. To inspect ambulances, litters, and other appliances for transporting the wounded at each monthly inspection and see that they are completely equipped. When practicable, the ambulance fully equipped for service will be presented for inspection, with the animals attached. (A. R., 1455.)

1060. To inspect and report upon new construction turned over by constructing quartermasters. (See par. 631, *ante*.)

1061. To make, with the quartermaster, an annual inspection of all public buildings at the post. (A. R., 1028.)

1062. To see that accountable officer for quartermaster's supplies makes, in person, at least once each year, a complete and accurate inventory of such property, except that held on memorandum receipts. (A. R., 1110.) To require an inventory of subsistence stores to be made during the last week of each month. (M. S. D., 40.)

1063. Responsible for the security of all public property at post. (A. R., 669.)

1064. It is the duty of commanding officers to enforce rigid economy in public expenditures and to correct all irregularity and extravagance which they may discover; to see that disbursements are economically made; to scrutinize carefully all contracts and vouchers for disbursements; and to guard the public interests in every particular. (A. R., 762.)

1065. To give personal attention to the management of the ice machine and take care that expenses of every kind incident to its operation are limited to actual requirements, and that waste or unauthorized issues of ice are prevented. (Q. M. M., 456.)

1066. To carefully supervise the duties of the post commissary and not permit him to devolve them in any degree upon the commissary sergeant. (Cir. 23, W. D., 1909.)

1067. To regulate sales and delivery of subsistence supplies. (A. R., 1269.)

1068. To retain the telegraphic code in his custody, and is responsible for the "key" and its proper use. Department commanders, through code messages to post commanders, are required to test the use of the code from time to time, particularly when post commanders are changed. (Cir. 8, A. G. O., 1892.)

1069. To ascertain which of his subordinates are drawing additional pay for furnishing their own mounts for use in the Government service and are having said mounts maintained at Government expense; to satisfy himself by personal inspection, inquiry, examination of evidence, or actual test that such mounts are suitable, that is, such as to enable said officers to perform their mounted duty properly in garrison or in the field (at least one mount should be of good appearance, equaling in general qualifications the type supplied by the Government for the duty in question; the second mount may be a smaller horse of the polo type); should he find them not suitable, he shall so inform the officer, and in case the deficiency is not remedied within a month shall report the facts to The Adjutant General of the Army, to the end that any additional pay drawn by the officer after the date of said report may be stopped against him, and shall give directions that the maintenance of the said mount or mounts at Government expense shall cease on and after the same date. (G. O. 125, W. D., 1908.) Suitable mount described. (G. O. 29, W. D., 1911.)

1070. Commanding officers will inspect and verify the arms, service uniforms, and field equipments of officers and enlisted men as often as they may deem necessary to assure themselves that all members of their commands are prepared to take the field upon short notice, fully equipped and uniformed. (U. R., 36.)

1071. Post commanders, and regimental and separate battalion commanders at posts commanded by general officers, will keep themselves informed by frequent inspections as to the state of the equipments of each organization of their commands, and will scrutinize requisitions carefully before acting on them. (Cir. 87, W. D., 1907.)

1072. Commanding officers will be held responsible that all officers and men have the prescribed uniforms, arms, and equipments, and that they wear them in accordance with the tables of occasions. (G. O. 47, W. D., 1911; U. R., 36.)

## POST EXCHANGE.

1078. Post-exchange regulations are published in G. O. 176, W. D., 1909, the following paragraphs of which have been amended or modified.

Paragraph 10, page 12, by G. O. 113, W. D., 1910.

Paragraph 11, page 13, by G. O. 128, W. D., 1910.

Paragraph 14, clause (c); section 2, page 15, by G. O. 201, W. D., 1909.

Paragraph 16, by Circular 18, W. D., 1910, as to payment of telegraphic expenses.

Paragraph 17, by G. O. 109, W. D., 1911.

1074. The exchange officer is in charge of the exchange and is responsible for its management. He should be fully in sympathy with the purposes of the exchange, should be a good and close buyer, and possess the business qualifications necessary to the success of the exchange. He should take every precaution to have an honest steward and attendants, frequently checking their accounts in person. As custodian of funds belonging to enlisted men he should attend to all cash transactions in person, keeping the cashbook himself. No employee should have access to the cash of the exchange after it is turned over to the exchange officer. (Par. 3, G. O. 176, W. D., 1909.)

1075. It is not the intent of paragraph 3, page 9, G. O. 176, W. D., 1909 ("As custodian of funds belonging to enlisted men the exchange officer should attend to all cash transactions in person, keeping the cashbook himself"), that the exchange officer should attend to the current cash transactions of the day at the exchange, but that he should, at the close of each day's business, check up the steward's daily report of cash and coupons received, and, after verification, enter these data in the cashbook, as well as all other transactions involving cash receipts and expenditures, and deposit cash on hand in his safe. A file of the exchange steward's daily report should be kept to support the cash record. (Views of Inspector General of the Army, approved by the Secretary of War, Dec. 17, 1910; 14612, O. I. G.)

1076. Binding together and filing the daily reports of the exchange steward in lieu of a cashbook is not considered a compliance with the requirements of paragraph 14, G. O. 176, W. D., 1909. A cashbook will be kept. (Secretary of War, Apr. 29, 1910; 14052, O. I. G.)

1077. Funds of a post exchange, although not public moneys within the meaning of sections 5488, 5490, and 5492, Revised Statutes, are intrusted to officers of the Army in their official capacity, and their misapplication is punishable under the Articles of War. (G. O. 11, A. G. O., 1892; G. O. 176, W. D., 1909, p. 7.)

1078. When practicable, funds of a post exchange not required for immediate use should be deposited in bank. Deposits will be

made to indicate clearly they are exchange and not personal funds. (G. O. 11, A. G. O., 1892; G. O. 176, W. D., 1909, p. 7.)

1079. For an officer in charge of a post exchange to lend its money to anyone would be a gross breach of trust. (G. O. 11, A. G. O., 1892; G. O. 176, W. D., 1909, p. 7.)

1080. The payment or receipt of interest on amounts due a post exchange by organizations or on amounts due organizations by a post exchange on account of indebtedness arising from the acquisition or relinquishment of shares in the post exchange is not permissible under the regulations governing post exchanges. (G. O. 98, W. D., 1911.)

1081. There is no authority for the employment of an expert (civilian accountant) to audit the accounts of a post exchange. The regulations require that the examination of the accounts of the exchange officer shall be made by the exchange council. (Inspector General of the Army, concurred in by the Secretary of War, Mar. 27, 1908; 12323, O. I. G.)

1082. Keeping an open money account with individuals against which checks may be drawn is not a proper feature of an exchange, and is forbidden. (Par. 10, G. O. 176, W. D., 1909.)

1083. Under paragraph 17, G. O. 176, W. D., 1909, it is within the province of the department [now division] commander to decide whether the legitimate expenses of a baseball team visiting a post shall be paid out of the post exchange profits. (W. D. dec., June 19, 1911; 16267, O. I. G.)

1084. In a case where a coast artillery volunteer band fund was receiving an amount of the post exchange profits in excess of 10 per cent of the declared dividends, the War Department decided, July 11, 1911, that the last sentence of section (b), paragraph 17, G. O. 176, W. D., 1909, can clearly be held to include the expenditure in question, provided it has the approval of the division commander. (15052, O. I. G.)

1085. While a post exchange is responsible for its bona fide purchases, it is without authority to bind the United States in any form of contractual undertaking. (Op. of J. A. G., concurred in by Secretary of War, Nov. 2, 1909; 13700, O. I. G.)

1086. A post exchange is not authorized to collect a tax on dogs. (W. D., dec., Oct. 1, 1910; 14574, O. I. G.)

1087. In case where the post exchange steward was bonded for \$2,000, and the cost of bonding (\$10 per annum) paid out of the exchange funds, the War Department decided, October 18, 1910, that if deemed advisable by the post council to bond him it is a

detail of management which properly belongs to post authorities. (14515-A, O. I. G.)

1088. It is highly improper for a post exchange officer to receive compensation from the post exchange fund for his service as such. (Secretary of War, Aug. 8, 1911; 15133, O. I. G.)

1089. The post exchange is entitled to be paid its indebtedness against a soldier, because it is an individual within the meaning of the exemption contained in section 4818, Revised Statutes. (G. O. 138, W. D., 1910.)

1090. *Exchange features.*—An exchange doing its full work should embrace the following sections: (a) A well-stocked general store in which such goods are kept as are usually requisited at military posts, including tickets to approved entertainments; (b) a well-kept restaurant supplied with as great a variety of viands as circumstances permit, such as tea, coffee, cocoa, nonalcoholic drinks, soup, fish, cooked and canned meats, sandwiches, pastries, etc.; (c) reading and recreation rooms, supplied with books, periodicals, and other reading matter, billiard and pool tables, bowling alley, and facilities for other proper indoor games; (d) a well-equipped gymnasium, possessing also the requisite paraphernalia for outdoor athletics, sports, and games, such as baseball, football, tennis, cricket, polo, golf, etc.; (e) barber shop, laundry, tailor shop, and shoe-repair shop.

No other features than those enumerated will be added to the business of an exchange without the authority of the War Department. (Par. 10, G. O. 176, W. D., 1909, amended by G. O. 118, W. D., 1910.)

1091. Under the provisions of the post exchange regulations, as published in General Orders, No. 176, War Department, August 14, 1909, a post exchange is not authorized to act as agent for a private laundry. (Cir. 81, W. D., 1909; 13532, 13947, O. I. G.)

1092. There appears no provision forbidding the carrying of such goods as bicycles, shoes, collars, and cuffs on consignment. This method permits the sale of such articles at a more reasonable price, and necessitates the employment of smaller capital to operate the exchange. Since, as reported by the post commander, this is done without any liability to the post exchange, it is not thought that it should be forbidden. (Memo. report of Chief of Staff, approved by the Secretary of War, Oct. 12, 1910; 14459-B, O. I. G.)

1093. The coupon-book system of extending credit to enlisted men will be used by all exchanges conducted at posts where more than two organizations are stationed, except at temporary stations

and at places where conditions of service have made it impracticable to procure the coupon books. (Par. 18, G. O. 176, W. D., 1909.) A band is an organization. (14832, O. I. G.)

1094. When practicable, one or more cash registers, purchased from the exchange funds, should be used in the exchange. (G. O. 176, W. D., 1909, p. 27.)

1095. The Subsistence Department is authorized to sell to the exchange at cost price any of the articles composing the ration, and such other articles as may be on hand for sale. But in reselling such goods in small quantities, except meat, no profit will be charged by the exchange beyond the fractions of cents that are necessary in making change. (G. O. 176, W. D., 1909, par. 11.)

1096. There is no provision of regulations under which property for a post exchange can be shipped on a Government bill of lading at public expense. Property purchased from firms in the United States by post exchanges in the Philippine Islands, if shipped without expense to the Government, in care of Depot Quartermaster, San Francisco, Cal., will be forwarded to Manila via Army transports. (Q. M. G., Feb. 17, 1908, published in Cir. 7, Phil. Div., 1908.)

1097. Occasional services to the Government by post exchanges, when authorized, etc. (G. O. 253, W. D., 1907.)

1098. Use by a post exchange of penalty envelopes in returning tobacco tags to a tobacco firm for premiums, is unauthorized. (W. D. dec., May 2, 1910. 14180. O. I. G.)

1099. Use by a post exchange of penalty envelopes in conducting a class of business not enumerated in paragraph 10, page 12, G. O. 176, W. D., 1909, and for which no authority was obtained from the War Department, is unauthorized. (W. D. dec., Apr. 12, 1910; 13914, O. I. G.) See also "Decisions," p. 7, G. O. 176, W. D., 1909.

1100. Information on the subject of "intoxicating liquors," duties of local commanders when the prohibition law is evaded or violated, policy of War Department, etc. (Memo. report of Asst. to Chief of Staff, approved by the Acting Secretary of War May 13, 1908; 12328, O. I. G. Copies furnished inspectors general.)

1101. Anticanteen legislation to have a fair trial. (Cir. 8, W. D., 1905.)

1102. There is no legal objection to the establishment of more than one exchange at the same military post. (Op. J. A. G., Oct. 11, 1910; 14564, O. I. G.)

1103. Membership in the post exchange is not obligatory on the units which go to form a garrison. (P. 8, G. O. 176, W. D., 1909; 12409, O. I. G.)



**PRISONERS.**

1104. A post exchange is not entitled to the issue of corn brooms and mops. (Cir. 81, W. D., 1908.)

1105. Company exchanges are prohibited. (G. O. 165, W. D., 1906.)

**PRESENTS.**

1106. The attention of officers and enlisted men is drawn to the following provision of the Revised Statutes:

"1784. No officer, clerk, or employee in the United States Government employ shall at any time solicit contributions from other officers, clerks, or employees in the Government service for a gift or present to those in a superior official position; nor shall any such officials or clerical superiors receive any gift or present offered or presented to them as a contribution from persons in Government employ receiving a less salary than themselves; nor shall any officer or clerk make any donation as a gift or present to any official superior. Every person who violates this section shall be summarily discharged from the Government employ."

The foregoing enactment includes within the statutory prohibition the soliciting of contributions by one officer or employee from other officers or employees of the United States, when such contributions are to constitute gifts or presents, or are to be used for the purchase of gifts or presents to those in superior official position. The receiving of presents by officers as contributions from those under their command or control, in either the military or civil service, also falls within the prohibition of the section, which imposes the penalty of summary dismissal upon all official superiors and those under their command or control who, by soliciting or receiving contributions, or by giving presents, become subject to its penal operation.

The practice of receiving presents from persons not in the military establishment or in the employ of the Government in recognition of services rendered, though not expressly forbidden, is opposed to the spirit of the statute and for that reason is not approved by the Department.

The requirements of the statute above cited will hereafter be strictly observed in all branches of the military establishment. (Cir. 77, W. D., 1909.)

**PRISONERS.**

1107. To be designated "awaiting trial," "awaiting result of trial," "garrison prisoners," and "military convicts." Enlisted men serving sentences of confinement, not involving dishonorable discharge,

will be designated as "garrison prisoners;" those sentenced to dishonorable discharge and to terms of confinement at military posts or elsewhere will be designated as "military convicts." (A. R., 943.)

1108. Rules and regulations for the government of military convicts (formerly general prisoners) at military posts. (G. O. 155, W. D., 1908; M. G. D., 318-358.)

1109. Prisoners awaiting trial by, or undergoing sentence of, general court-martial and those confined for serious offenses will, if practicable, be kept apart from those confined by sentence of an inferior court, or for minor offenses. (A. R., 947.)

1110. Enlisted men awaiting trial or awaiting result of trial will not be sent to work with garrison prisoners or military convicts if it can be avoided, and may, in the discretion of the commanding officer, be required to attend drills, or sent to work under charge of a sentinel, during the usual working hours. (A. R., 947.)

1111. Military convicts will not be confined with other prisoners except in cases of necessity. (A. R., 947.)

1112. Soldiers against whom charges may be preferred for trial by summary court will not be confined in the guardhouse, but will be placed in arrest in quarters, before and during trial and while awaiting sentence, except when in particular cases restraint may be necessary. (A. R., 948.)

1113. Probation of garrison prisoners. (A. R., 957½, published in G. O. 78, W. D., 1911.)

1114. Paroling of prisoners. (M. G. D., 310, 324, 358.)

Instructions as to the paroling of garrison prisoners for work; the working of prisoners under armed guard and assignment of work to them, etc. (Letter W. D., A. G. O., May 27, 1911, to the commanding general, Philippines Division, and to all department commanders in the United States—1733572-A, A. G. O.; 15170-A, O. I. G.)

1115. With the exception of prisoners specially designated by the commanding officer, no prisoners will be allowed to leave the guardhouse unless under charge of a sentinel and passed by a noncommissioned officer of the guard. The commanding officer may authorize certain garrison prisoners and paroled military convicts to leave the guardhouse, not under charge of a sentinel, for the purpose of working outside under such surveillance and restrictions as he may impose. (M. G. D., 310.)

1116. Under the provisions of paragraphs 49 and 57, Manual of Guard Duty, the responsibility for the security of prisoners rests on

the officer of the day. Paragraphs 99, 325, 328, and 333, Manual of Guard Duty, in so far as they relate to the security of prisoners, are regarded as simply providing certain proper aids in the performance of this important duty, but not as relieving the officer of the day from full responsibility, subordinate, of course, to that of the post commander. (Cir. 92, W. D., 1909.)

1117. If the number of prisoners, including military convicts, confined at a post justifies it, the commanding officer will detail a commissioned officer as "officer in charge of prisoners," and a non-commissioned officer as "overseer of prisoners." At posts where the average number of prisoners continually in confinement is less than 12, the detail of an officer in charge of prisoners will not be made. (M. G. D., 317.)

1118. Commanding officers of all military posts and stations, and of troops in the field, will themselves make a prompt and thorough investigation of the circumstances attending every escape of a military convict or other military prisoner occurring within their respective commands, and will themselves make a detailed report to The Adjutant General of the Army, through military channels, of each investigation thus made by them. What report must show, etc. (G. O. 179, W. D., 1910.)

1119. Military convicts will not be permitted to wear as an outer garment or have in their possession any clothing which is a distinctive article of the uniform worn by enlisted men. (A. R., 1186.)

1120. Kinds and prices of clothing in the possession of military convicts forwarded to places of confinement, to be properly noted on the clothing list. (Cir. 47, W. D., 1909.)

1121. Military convicts (formerly general prisoners) allowed by post commanders to retain their prison overcoats when released, if necessary to prevent suffering. (G. O. 37, W. D., 1904.)

1122. So far as practicable, an iron bunk will be furnished to each prisoner in a post guardhouse and prison room. (A. R., 1100.)

1123. Letter paper, envelopes, and postage stamps for use of military convicts. (Cir. 13, A. G. O., 1901.) See M. G. D., 344.

1124. List of articles issued by the Subsistence Department for use of military convicts confined at military posts without pay and allowances. (A. R., 1238.)

1125. When specially authorized by the Secretary of War, the Subsistence Department will supply to posts where thirty or more military convicts are confined a sewing machine and other necessary tailors' utensils for use in mending their clothing. (A. R., 1238.)

**1126.** Trial of a military convict for an offense committed while a soldier. (Cir. 63, W. D., 1910.)

**1127.** Statute of limitations with reference to the trial of an escaped military convict. (Cir. 49, W. D., 1909.)

## PRIVATE MOUNTS.

**1128.** What officers are required to be mounted. (A. R., 1295.) Status of officers on duty with the Organized Militia with reference to A. R., 1295, etc. (G. O. 121, W. D., 1911.)

**1129.** The question of the necessity of a field officer's owning a private mount will be determined, under the provisions of A. R., 1104, 1908 (A. R., 1112, 1910), by the proper department commander in conformity with the necessities of the public service. (Cir. 64, W. D., 1908.)

**1130.** So far as mounts for field officers at coast artillery posts and those of the artillery district staff are concerned, no rigid rule will be laid down. Many posts are on islands and sand spits where mounts can not be used and the requirement as to owning mounts will not be enforced where the officer can show that this is the case, or where the facts are known to the War Department. (Recommendation of Chief of Coast Artillery, approved by the Secretary of War Apr. 7, 1911; 14832, O. I. G.)

**1131.** Private mounts furnished by officers below the grade of major required to be mounted. (Act May 11, 1908; 35 Stat. L., 108; G. O. 80, W. D., 1908, p. 4.)

**1132.** Suitable mount described, etc. (W. D. G. O. 125, 1908; 29, 1911; Cir. 88, W. D., 1908.) A stallion is regarded as a suitable mount. (Cir. 78, W. D., 1910.)

**1133.** Stabling, shoeing, forage, veterinary treatment and medicine for authorized private mounts of officers. (A. R., 1112; act Mar. 23, 1910; 36 Stat. L., 252; G. O. 54, W. D., 1910, p. 15.)

**1134.** Salt and vinegar for private mounts. (Cir. 33, W. D., 1909.)

**1135.** Mallein treatment. (Cir. 74, W. D., 1909.)

**1136.** Regulations governing the sale by the Quartermaster's Department of horses to mounted officers, and the purchase by that department of horses from mounted officers, etc.; restrictions as to selling horses so purchased by officers in the Philippine Islands. (A. R., 1111.) See p. 18, G. O. 54, W. D., 1910.

**1137.** Transportation and attendant for horses of officers changing station; restrictions. (A. R. 1114; G. O. 21, W. D., 1911.)

**1138.** Forage can not be issued for a polo pony owned by an officer requiring a suitable mount is owned by

him. (Memo. report 3804, War Department General Staff, approved by the Secretary of War, Mar. 19, 1909; 15349, O. I. G.)

1139. Forage for a young horse, not yet a suitable mount, owned by a lieutenant required to be mounted, can not be issued unless the officer has, in addition, a private mount of a type suitable for all service and the young horse fulfills the conditions required for the second mount. (Memo. report 3804, War Department General Staff, approved by the Secretary of War, Mar. 19, 1909; 15349, O. I. G.)

1140. There is no objection to the keeping of three horses which are actually owned by an officer on the Government allowance of forage for two. (Memo. report 3804, War Department General Staff, approved by the Secretary of War, Mar. 19, 1909; 15349, O. I. G.)

1141. It is further thought that no officer should, as a rule, have in his possession more than four mounts, though in exceptional cases the number might be temporarily increased to five or six, especially when it is the intention to replace worn-out or unsuitable animals by better ones, and that it should be clearly understood that the possessing of more than four animals should be exceptional and temporary. It should also be distinctly understood that it is highly improper for mounted officers to make use of Government facilities for the purpose of speculation or personal gain in this connection. (Secretary of War, Nov. 17, 1909, published in Cir. 21, Department of California, 1909.)

1142. Orderlies or messengers, janitors, etc., which are necessary at every military post, are not servants in the sense in which the word servant is used in R. S., 1232. Universal custom, growing out of necessity, gives every commanding officer an orderly, either mounted or foot, and furnished with his mount either by the Government or by his commanding officer. Grooming and feeding the horse he rides, whether that horse belongs to the Government or to the officer, does not make him a servant, and is not in any way inconsistent with his position and duties as a soldier. So the men of a battery who groom the public horses which the officers are temporarily authorized to use are in no proper sense the servants of those officers. (Cir. 2, A. G. O., 1886.)

1143. The decision relative to the employment of enlisted men as orderlies, etc., published in Circular 2, Adjutant General's Office, 1886, does not warrant the detail of enlisted men on daily [special] duty as grooms to mounted officers. (Cir. 11, A. G. O., 1886.)

1144. Enlisted men detailed on extra duty should not be employed in the care of officers' private horses. (Cir. 1, A. G. O., 1887.)

1145. A soldier's title to clothing issued him is a qualified one, requiring that he use it in the service while it is serviceable and he is yet a soldier. But on his discharge his title to such clothing becomes absolute, and he may then sell, etc., the same to a civilian and give a valid title to it. *Held*, therefore, that section 3748, Revised Statutes, did not apply in the case of such sale, barter, etc., by a discharged soldier. (D. J. A. G., 2276.) See Cir. 36, W. D., 1910.

1146. Reimbursement under the act approved March 3, 1885, for private property of officers or enlisted men lost or destroyed in the military service. (A. R., 737.)

1147. Construction of the act of March 3, 1885, relative to reimbursement for private property of officers or enlisted men lost or destroyed in the military service. (2 Comp. Dec., 644; 3 Comp. Dec., 636.)

1148. The act of March 3, 1885 (23 Stat., 350), does not warrant reimbursement for property lost by theft. It was not the purpose of the act to make the Government liable for damages resulting from crime. (3, 2d Comp. Dec., 780, July 24, 1891.)

1149. Where private property of an enlisted man of the Army certified by the Secretary of War to have been necessary for him to have had in his possession in the line of duty is lost while in custody of Quartermaster's Department or regimental authorities, and said loss is without fault or negligence on part of claimant, such loss occurred as an incident to military service within the meaning of the act of March 3, 1885 (23 Stat., 350), and reimbursement is authorized thereunder. (16 Comp. Dec., 768, May 31, 1910.)

1150. The claim of an officer of the Army for loss or damage to his private property, that has been shipped on Government bill of lading, is a matter between the officer and the transportation company and should be adjusted between them, and the withholding of money due to said company by the Government for the purpose of satisfying said claim is not authorized. (15 Comp. Dec., 38, July 16, 1908; Cir. 14, W. D., 1910.)

1151. In the matter of the effects of officers, enlisted men, and civilians, stored in certain quartermaster storehouses for a greater period than three years, and whose owners or their legal representatives could not by correspondence be located, the Secretary of War, September 2, 1909, approved the recommendations of the Quartermaster General and Judge Advocate General, that such of the effects as have salable value be sold and the proceeds of the sale deposited

with a United States paymaster, duplicate receipts to be taken in each case and one copy thereof, with an itemized statement of the result of the sale in each case to be forwarded to The Adjutant General's Office, and that such of the effects as are found to be worthless and otherwise unsalable be destroyed. (13460-1, B, O. I. G.)

## PROTECTION AGAINST FIRES.

1152. Inspectors to ascertain whether buildings and property are properly secured against fire. (Sec. 13, A. R., 913.)

1153. Hereafter fires will not be allowed to be kept in any stables at military posts. (Cir. 10, A. G. O., 1886.)

1154. Coal oil, gunpowder, quicklime, or other articles of like dangerous nature will not be kept in or near subsistence storehouses. (A. R., 1221.)

1155. Chemical fire extinguishers will be distributed to the buildings requiring their protection and placed on shelves in conspicuous places easy of access. Twice annually, preferably at fire drill, they will be discharged and recharged. (G. O. 81, W. D., 1905.)

## PUBLIC ANIMALS.

1156. Allowances of cavalry and riding horses for enlisted men of cavalry, field artillery, and infantry in time of peace. (G. O. 169, W. D., 1911.)

1157. Horses are not to be furnished for mounting bands of mountain field artillery regiments. (G. O. 72, W. D., 1910.)

1158. Mares are not to be purchased for use of the field artillery. (Secretary of War, Oct. 28, 1908; 13720, O. I. G.)

1159. Number of horses for a troop of cavalry. (G. O. 169, W. D., 1911.)

1160. Allowance of, for troops in the field. (F. S. R.; see G. O. 66, W. D., 1911.)

1161. For their own headquarters and otherwise, except as provided in A. R., 1112, the use of public horses will be regulated by department commanders in conformity with the necessities of the public service. (A. R., 1112.)

1162. The question as to whether a public horse assigned to an officer as his official mount may be used for pleasure, such as driving or riding, must be decided by the post commander, whose discretion in the matter is limited only by his obligation to guard the public interests in every particular. (Memo. report 3804, War Department General Staff, approved by the Secretary of War Mar. 19, 1909; 15349, O. I. G.)

1163. Horses for mounted scouts and orderlies, etc., of infantry regiments. (G. O. 169, W. D., 1911; F. S. R., 24.)

1164. Horses for mounted men of the Hospital Corps. (A. R., 1457; G. O. 169, W. D., 1911.) Care of same. (Cir. 92, W. D., 1909; G. O. 169, W. D., 1911.)

1165. Horses for the mounted service: Limit in number to be purchased; contracts; purchase at military posts in open market; standard required to warrant payment; expenditure of funds for breeding purposes prohibited. (Annual Army appropriation acts.)

1166. Hereafter the purchase of gray or white horses for the military service is prohibited. (Secretary of War, Dec. 13, 1906; 11260, O. I. G.)

1167. Instructions as to supply of remounts from remount depots and their training upon receipt at posts or by organizations to which they are assigned, etc. (G. O. 188, W. D., 1910.)

1168. When practicable, horses shall be purchased in the open market at all military posts or stations, when needed, at a maximum price to be fixed by the Secretary of War. (Annual Army appropriation acts.)

1169. Public animals shall, upon the day received, be branded with letters "U. S." on the left foreshoulder. Horses assigned to organizations will also be branded on the hoof of one forefoot, 1½ inches below the coronet, with the designation of the company. (A. R., 1083.) Hoof number to be branded at time of purchase. (Descriptive Card of Public Animals.) Condemned animals will be branded "I. C." on the neck under the mane. (A. R., 922.)

1170. Public animals will be assigned to their riders or drivers, who will not exchange or surrender them to the use of any other person without the permission of the company commander, quartermaster, or other officer responsible. (A. R., 1088.)

1171. Name of each horse and that of his rider or driver to be placed over his stall. (C. D. R., 1006; D. R. L. A., 1112.)

1172. For draft purposes, except at depots or posts in or near large cities where little transportation is needed, horses will not be used, unless specially authorized by the War Department. (A. R., 1116.)

1173. Transfer of, from one branch of the service to another. (Par. 281, *ante*.)

1174. Sale or turning in to the Quartermaster's Department of horses belonging to troops of cavalry or batteries of artillery. (Par. 281, *ante*.)



1175. Care and treatment of animals. (Q. M. M., 717; F. S. R., Art. V; C. D. R., 869-888 and 1002-1008; D. R. L. A., 1106-1116.)

Horses and mules will be watered and fed habitually three times a day. (Cir. letter, W. D., A. G. O., June 2, 1911, to division and department commanders; 12715-B, O. I. G.)

1176. Any alteration in length or shape of tails, manes, or forelocks of public horses by docking, banging, or clipping is prohibited, and only such reasonable trimming and plucking as may be necessary to prevent shagginess of appearance is permitted. (A. R., 1064.) See par. 1177, *post*.

1177. The manes and tails of troop and battery horses, when unusually heavy, will be plucked or pulled to secure uniformity in each organization, but not to such an extent as to deprive the horses of manes of reasonable length, nor will the tails be made so short as not to reach fully to the point of the hocks. The fetlocks will be kept trimmed. (Cir. letter, W. D., A. G. O., June 2, 1911, to division and department commanders; 12715-B, O. I. G.)

1178. Mallein treatment, as a preventive against glanders, to be administered quarterly in the United States and oftener in tropical countries, to all horses and mules. Veterinarians of cavalry and field artillery to administer this treatment to animals of the Quartermaster's Department at posts where they are stationed. (Cirs. 9 and 25, W. D., 1907.)

Experience having proven that mallein has merely a diagnostic value and that it is useful principally as an aid in the detection of glanders, administration of mallein will hereafter be limited to horses and mules of the Army, and to private horses of officers, that have come in contact with animals that are known to have or are suspected of having glanders, to newly purchased horses and mules, and to horses and mules coming or going out of the country. (Cir. 74, W. D., 1909.)

1179. Public animals that die of sickness, or that it is necessary to kill because of contagious disease, or when incurably wounded, will be dropped by the accountable officer upon the certificate of the responsible officer and affidavit of the veterinarian, or in the absence of the latter, the certificate of a disinterested officer and the affidavit of a disinterested person, approved by the commanding officer. In such case the action of a surveying officer is not required, unless it appears that the condition of the animal resulted from fault or neglect; and in such case the investigation by the surveying officer may follow the killing of the animal when its immediate

destruction is made necessary to prevent contagion or terminate suffering. (A. R., 1089.)

1180. The Secretary of War has no objection to the transfer to the Bureau of Science, Philippine Islands, of animals that have been inspected, condemned, and ordered killed, excepting those animals ordered destroyed to terminate suffering or to prevent contagion. (Secretary of War, July 1, 1909; 13427, O. I. G.)

## PUBLICATIONS.

1181. Requests for publications or public documents pertaining to the War Department should be addressed to the Chief of the Second Division of the General Staff. (Cir. 12, W. D., 1904.)

1182. Loaning of books and publications from the War Department library and from the library of the Second Division of the General Staff to officers. (Cir. 2, W. D., 1906.)

1183. Books of instruction (Government publications), such as Drill Regulations of the Army, Guard Manuals, Manuals of Courts-martial, and the manuals of the various staff departments will be furnished gratuitously to all officers of the Army for their personal use to the extent of one copy of each, upon application to the officer in charge of the distribution of War Department documents. (Cir. 60, A. G. O., 1902.)

1184. List of official publications of the War Department which are available for issue upon requisition, or for sale, to the Organized Militia. (Cirs. 64 and 81, W. D., 1910.)

1185. Use of the words "material" and "matériel" in War Department publications. (Cir. 81, W. D., 1910.)

## PUBLIC PROPERTY.

1186. Accountability and responsibility—general regulations. (A. R., 668-714, 1102-1104.)

1187. Detachment of accountable officer. (A. R., 670, 671, 675; Cir. 48, W. D., 1907.)

1188. The property responsibility of a company commander can not be transferred to enlisted men. (A. R., 674.)

1189. Accountability for public property will not be transferred to enlisted men, except to sergeants of the post noncommissioned staff at ungarrisoned posts and sergeants of the Signal Corps or enlisted men acting as such. (A. R. 706.)

1190. All public property unaccounted for when discovered will be taken up on the returns, or, in the absence of an accountable

officer for that class of property, reported to the department commander for proper disposition. (A. R., 704.)

1191. The giving or taking of receipts in blank for public property is prohibited. (A. R., 681.)

1192. When it is impracticable for an officer to personally superintend issues—as may be the case with one charged with disbursements or the care of depots—he should choose with great caution the agent to whom he intrusts the duty. (A. R., 684.)

1193. The keys of storerooms or chests will not be intrusted to enlisted men or civilians without great vigilance on the part of the accountable officer and a resort to every reasonable precaution, including frequent personal inspections, to prevent loss or damage. (A. R., 685.)

1194. An officer in charge of public property in use or in store will endeavor by timely repairs to keep it in serviceable condition. For this purpose the necessary means will be allowed on requisition, and property in store so repaired will be issued. (A. R., 686.)

1195. Instructions relative to the storage and care of sheepskins and cleaning and preserving material, as russet leather dressing, leather, soap, brushes, and chamois skins. (Cir. 32, W. D., 1910.)

1196. All movable public property will, if practicable, be conspicuously branded “U. S.” before being used. (A. R., 687.)

1197. Public property will not be used nor will labor hired for the Government be employed for any private purposes whatsoever, except as authorized in Army Regulations. (A. R., 688.)

1198. Empty barrels, boxes, crates, and other packages, together with metal turnings, scrap metals, ground bone, and other waste products which accumulate at arsenals, depots, and military posts, which are unsuitable for the public service, will be disposed of in the manner prescribed for property condemned and ordered sold in A. R., 691. At arsenals and depots where such accumulations have considerable money value proposals will be invited for specific lots and quantities, or for the accumulations of definite periods, as the head of the department to which the property pertains may deem best suited to the public interest. (A. R., 690; 12157-a, O. I. G.) See par. 1199, *post*.

1199. A. R., 683 (A. R., 690, 1910), is construed as permitting the sale of empty barrels, boxes, crates, and other packages together, with metal turnings, scrap metals, ground bone, and other waste products which accumulate at arsenals, depots, and military posts, which are unsuitable for the public service, without the action of an inspector. (Cir. 17, W. D., 1908.)

1200. Packages, crates, sacks, etc., in which subsistence stores are furnished to the United States, while in a sense public property, belong in a different class from similar packages in which supplies or stores are packed for transportation and delivery to other branches of the staff.

The packages containing stores and supplies procured by the Subsistence Department are paid for in the contract price for stores, which are issued or sold to officers and enlisted men. As those to whom the stores are issued or sold are entitled to them as articles of the ration, or as supplies which they have purchased for cash, the ownership in the package passes with the title to its contents.

The case of quartermaster's stores and supplies is quite different. Grain is issued, not to officers or enlisted men, but to public animals, or to private horses that are entitled to forage by law or regulations; it is never issued to a person as are rations; and, unless there is an authorized sale, as in the case of forage sold to an officer, no title to either the package or its contents passes from the United States to the owner of the animal or to the officer accountable for him.

It is, therefore, the opinion of this office that the question herein presented (Can grain sacks in which grain for public animals is issued be sold for the benefit of a troop fund?) must be answered in the negative. (Op. J. A. G., Apr. 30, 1908; 12370, O. I. G.)

1201. Military stores and public property condemned and ordered sold will be disposed of for cash at auction, or to the highest bidder on sealed proposals, on due public notice, and in such market as the public interests may require. The officer making the sale will suspend it when in his opinion better prices can be obtained, except in the case of condemned animals, the disposition of which is provided for in A. R., 1089. (A. R., 691.)

1202. The auctioneer's certified account of the sale of condemned property, and the vouchers for the expenses attending it, will be reported on the proper forms to the chief of bureau to which the property pertained. (A. R., 691.)

1203. Public property which has been condemned, or the issue price of which has been reduced as the result of a survey or inspection, will not be purchased by an officer who was responsible therefor at the time of condemnation or reduction of price, nor by an officer who bore any part in such condemnation or reduction. (A. R., 692.)

1204. There is no regulation forbidding the bidding by enlisted men, in competition with civilians, at the auction sales of Government property. (Secretary of War, Dec. 10, 1897; 3165, O. I. G.)

By G. O. 82, Philippines Division, 1909, the purchase, by any officer, enlisted man, or civilian employee, of any Government property offered for sale under A. R., 684, 1908 (A. R., 691, 1910), is strictly forbidden. This order was authorized by the War Department to continue in force. (14038, O. I. G.)

1205. Procedure in case defect or shortage is discovered upon receipt of public property, or when property is found damaged or missing while in store, or when packages are opened for the first time. (A. R., 679, 680, 732, 1156.)

1206. Property damaged, lost, or destroyed through unavoidable causes and without fault or neglect of responsible officer. (A. R., 694; Cir. 92, W. D., 1908.)

1207. Property lost or damaged by the neglect or fault of an officer. (A. R., 696, 1027.)

1208. Property lost or damaged by neglect or fault of an enlisted man. (A. R., 696, 697, 710, 1027, 1194.)

1209. Property carried away by a deserter, or lost through his desertion. (A. R., 698; Cir. 92, W. D., 1908, par. 11.)

1210. Property embezzled, lost, or damaged through neglect by a civilian employee. (A. R., 699.)

1211. Property expended, lost, or destroyed in the military service. (A. R., 709.)

1212. Animals or other property belonging to the military service of the United States, stolen. (A. R., 700-708.)

1213. Lost or damaged in hands of common carrier. (A. R., 732.)

1214. Jurisdiction of the Comptroller of the Treasury as to fixing the responsibility for loss of Government property. (17 Comp. Dec., 647.)

1215. Loans of public property. (A. R., 683, 688, 1545; E. R., 486; O. P. R., 16, 44; D. J. A. G., 2095.)

1216. Memorandum receipts. (A. R., 281, 663, 1036, 1105-1108, 1110, 1274, 1546; Cir. 50, W. D., 1907; W. D. G. O. 62, 1908, Par. IV, secs. 17, 21, 31, 32, 40; 158, 1910; Cir. 18, Q. M. G. O., 1911; M. S. D., 248, 249, 251, 288; E. R., 541; O. P. R., 126; S. C. M. No. 7, 386, 419.)

1217. Instructions regarding the method of property accounting in the Quartermaster's Department, including memorandum receipts, transfers of property, property vouchers, property records, and the rendition of property accounts (formerly property returns). (Cir. 18, Q. M. G. O., 1911.)

1218. Regulations for maintaining the stocks of quartermaster's supplies at posts and stations within the maximum and minimum

limits. (Cir. 18, Q. M. G. O., 1911.) Tables of maximum and minimum rates of clothing, equipage, tableware and kitchen utensils, and veterinary supplies, per stated units. (Cir. 19, Q. M. G. O., 1911.)

1219. The commanding officer will see that a complete, detailed, and accurate inventory of quartermaster's supplies, except property held on memorandum receipts, is taken by the accountable officer in person at least once each year, and as much oftener as he may deem necessary for the interests of the Government. (A. R., 1110.)

1220. Quarterly verification of fuel, forage, and straw. (Q. M. M., 489.)

1221. Quartermasters will take up and account for, on their returns, wall lockers and refrigerators; these articles to be branded with the post number of the building in which they are installed, and will not be removed therefrom without the authority of the department commander. (G. O. 81, W. D., 1905.) See A. R., 192.

1222. Musical instruments, accountability for, etc. (A. R., 262, 1195.)

1223. No alterations or changes will be made in band instruments issued by the Quartermaster's Department without first obtaining the authority of the Quartermaster General. This restriction is not intended to prohibit the minor repairs made in the vicinity of the post that are authorized by Army Regulations. (Cir. letter, A. G. O., May 13, 1911, to division and department commanders, published in Cir. 35, Department of the East, 1911.)

Care and preservation of band instruments issued by the Quartermaster's Department. (Cir. 52, W. D., 1909.)


1224. Instructions relative to expediting receipts covering transfers of quartermaster's supplies. (Cir. 48, W. D., 1907.)

1225. Quartermaster's property which should be taken by troops on change of station. (A. R., 1039.) Cap and collar ornaments. (Cir. 95, W. D., 1908.) Service caps will not be taken to the Philippine Islands. (G. O. 89, W. D., 1910; U. R., p. 50.)

1226. Except at remote telegraph stations in Alaska, telescope cases will not be left in the possession of enlisted men after arrival at permanent stations. (G. O. 120, W. D., 1908.)

1227. Canvas bags for recruits leaving recruit depots. (G. O. 91, W. D., 1911.)

1228. In the preparation of regimental and company property for shipment, no explosive substance, oiled or greased cloths, matches, or other material liable to ignite by friction or by spontaneous combustion, will be packed in any chest, case, box, or other receptacle. (Cir. 52, W. D., 1907.)



**1229.** Packing boxes for shipment of quartermaster's stores—dimensions, weight, marking, etc. (Cir. 9, Q. M. G. O., 1909.)

**1230.** All crates, boxes, barrels, and packing materials supplied by the Quartermaster's Department for packing and crating baggage are public property, will be cared for as such, and as long as serviceable will be continued in use for packing and crating. (G. O. 52, W. D., 1909.)

**1231.** Exchange of old typewriting machines for new ones. (Cir. 1, W. D., 1906.)

**1232.** Instructions relative to requisitions for quartermaster's supplies. (Cir. 7, Q. M. G. O., 1909, as amended.)

**1233.** Cuspidors, with mats, will be supplied in all barracks and other buildings occupied or used by enlisted men. (A. R., 1038.)

**1234.** Care of garden and fire hose. (Cir. 2, A. G. O., 1897.)

**1235.** Quartermaster's supplies required for strictly post or police purposes, or for use by the post or camp guard, will be supplied by the quartermaster on request from the officer of the day, approved by the commanding officer, and will be continued on the returns of the quartermaster. (A. R., 451.) They will be carried on the list of "articles in charge" and verified daily under the direction of the officer of the day. When no longer fit for use they will be submitted by the quartermaster for inspection and, if condemned, disposed of as ordered. (A. R., 452.) The list of "articles in charge" will be kept in convenient form in the guardhouse for ready daily reference; the guard report will not be used for this purpose. (M. G. D., 427.)

**1236.** Standard color for lockers adopted; no other color to be used. (Cir. 21, W. D., 1905.)

**1237.** The commanding officer of a post will require an inventory of subsistence stores on hand to be made by the commissary in person during the last week of each month. If it is not practicable for the commissary to take the inventory within the time mentioned, he will apply to the commanding officer for the detail of an officer to take it. (M. S. D., 40.)

A transport commissary will take monthly and at the end of each voyage an accurate inventory and make a careful inspection of all subsistence stores on his transport. (T. R., 27.)

**1238.** Expendable subsistence property. (M. S. D., 270.)

**1239.** Corn brooms worn out in the service in the Subsistence Department may be dropped from the returns of subsistence prop-

erty without the action of a board of survey or an inspecting officer. (Cir. 52, A. G. O., 1899.)

1240. Prior to departure from their stations, commanding officers of organizations that are ordered to proceed from the United States to the Philippine Islands for duty will turn in to post commissaries all subsistence property not required for use en route to the islands. (G. O. 107, W. D., 1908.)

1241. The savings of fat, slush, etc., and all empty vinegar, pickle, beef, butter, and other barrels, boxes, etc. (of the Subsistence Department on transports), which may be salable, will be stored and turned over at the home port to the authorized commissary representative at the dock. (T. R., 27.)

1242. Annual examination and verification of medical property. (M. M. D., 522a.)

1243. Medical instruments to be examined by a commissioned medical officer at least once each month. (M. M. D., 530.)

1244. Expendable medical supplies are printed in roman type and nonexpendable in italics in the supply tables given in the Manual for the Medical Department. (M. M. D., Part III.)

1245. Regulations relative to the use and care of medical property. (M. M. D., 522-532.)

1246. Medical, surgical, and other field chests and appliances will be frequently inspected and kept in perfect order for immediate field use. Under no circumstances will their contents be used at posts. (M. M. D., 532.)

1247. Expendable engineer property. (E. R., 508; G. O., 104, W. D., 1911.)

1248. Because of serious deterioration in the prisms and lenses of telescopic sights and other optical instruments, resulting from the collection of moisture and dust thereon, the Secretary of War directs that such sights and instruments be not stored hereafter in storerooms at emplacements that are not thoroughly dry and well ventilated, and that special care be taken at all times to keep optical instruments free from dust and moisture. (Cir. letter, A. G. O., Mar. 30, 1911, to division and department commanders; 15089, O. I. G.)

1249. Instructions relative to guaranteed electrical measuring instruments which become unserviceable in the hands of troops of the Coast Artillery Corps. (G. O. 56, W. D., 1911.)

1250. When a number of empty zinc powder cases or tin-lined cartridge storage cases, sufficient to justify shipment, have accumulated at a post they will be shipped to the commanding officer of



the Picatinny Arsenal, Dover, N. J., and the Chief of Ordnance notified of the shipment. (G. O. 9, A. G. O., 1900.) Owing to the small supply of zinc and hermetically sealed storage cases, these cases when empty should be promptly returned to the place of issue without waiting for the accumulation of a number of them. (G. O. 50, W. D., 1903.)

1251. Empty metallic powder barrels of 50 pounds capacity or over to be stored in a dry place and returned to the depot or arsenal from which shipped. (Par. 23, G. O. 22, W. D., 1911.)

1252. Empty metallic cartridge cases and fired primers, care and disposition of. (Pars. 14, 20, G. O. 22, W. D., 1911.)

1253. Cartridge storage cases and protector caps, care and disposition of. (Par. 5, G. O. 22, W. D., 1911.)

1254. Fired cartridge cases, zinc-lined packing boxes, bandoleers, and clips pertaining to small-arms ammunition: Care, value, disposition, etc. (Par. 9, G. O. 12, W. D., 1911.)

1255. Markings on cartridge storage cases and powder boxes. (G. O. 5, 89, W. D., 1907.)

1256. Instructions relative to making and filling requisitions for ordnance and ordnance stores. (G. O. 100, W. D., 1911.) See also Cir. 87, W. D., 1907, amended by Cir. 16, W. D., 1910, as to requisitions for ordnance stores to replace condemned property, emergency requisitions, etc.

1257. Classification of ordnance and ordnance stores for the purpose of accountability. (O. P. R., 45.)

1258. Cleaning rod and bayonet no longer considered parts of the magazine rifle in accounting for these articles. (Cir. 40, W. D., 1905.)

1259. The officer assigned to the command of a machine-gun platoon will be accountable for the arms and equipments of the enlisted men composing the platoon. (G. O. 47, W. D., 1910.)

1260. Expendable ordnance property. (O. P. R., 143, 144, 145, 150.)

1261. The Ordnance Department will issue arm racks and arm chests provided with locks and hinges for the safe-keeping of small arms. Arm chests provided with locks and hinges for the safe-keeping of revolvers will be issued to noncommissioned staffs, bands, and machine-gun platoons. Separate arm chests provided with locks and hinges for the safe-keeping of rifles and revolvers will be issued to mounted organizations only; to other organizations equipped with both rifles and revolvers, and to post ordnance officers, arm

chests provided with locks and hinges for rifles only will be issued for the safe-keeping of both rifles and revolvers.

Officers who are responsible for small arms and who neglect to obtain these chests will be regarded as not having taken every precaution possible to prevent loss of that class of property. (Cir. 64, W. D., 1909.)

1262. Arm chests not required for the storage of supplies will be returned to the nearest arsenal or ordnance depot when the cost of transportation is not greater than the value of the property. Officers to whom such chests have been issued will be charged with their value if they are destroyed. (A. R., 1564.)

1263. Arm racks and iron targets for gallery practice in the hands of troops under orders to change station will be invoiced by organization commanders to post ordnance officer, to be held for the use of incoming organizations. (G. O. 134, W. D., 1908.)

Similar instructions as to subtarget gun machines. (G. O. 45, W. D., 1910.)

1264. All material furnished machine-gun platoons by the Ordnance Department is to be taken with them upon change of station to the Philippine Islands or elsewhere. (W. D. instructions Feb. 19, 1909, published in Cir. 3, Department Texas, 1910.)

1265. Worn but serviceable ordnance property on hand at arsenals and in store is to be issued, and when such property has been stamped or marked as belonging to a particular organization the reuse is to be made, when practicable, to that organization. (Secretary of War, Nov. 27, 1909; 13311, O. I. G.)

1266. When a part of or an accessory to an article constituting a portion of the armament of a district becomes obsolete and is replaced, the obsolete part or accessory will be transferred by the artillery district ordnance officer, with the approval of the artillery district commander, to an arsenal to be designated by the armament officer. (G. O. 62, W. D., 1908, Par. IV, sec. 23f; A. R., 1561.)

1267. Authority for turning in serviceable surplus ordnance stores to the nearest arsenal. (A. R., 1554.)

1268. Steel horse collars may be turned in to the proper arsenals by commanding officers of batteries of field artillery for rezinging, without the action of an inspector; when; depots to which to be shipped, etc. (G. O. 136, W. D., 1911.)

1269. Instructions for marking boxes containing ordnance property. (G. O. 133, W. D., 1904.)

1270. All officers who have occasion to turn in ordnance stores to an arsenal or ordnance depot will see that the articles to be turned

## PUNISHMENTS.

in are properly named in the invoices and receipts and will give such personal attention to the verification of the quantities as will insure agreement between the invoices and the property shipped. (Cir. 65, W. D., 1908.)

1271. Scrap (ordnance property) available for manufacturing use at arsenals, how treated as material and valued. (Ordnance Orders 12, 1910, p. 40.)

1272. The Chief of Ordnance is authorized to issue such obsolete or condemned ordnance, gun carriages and ordnance stores as may be needed for ornamental purposes, to the Homes for Disabled Volunteer Soldiers, the Homes to pay for transportation and such other expenses as are necessary. (Act Mar. 3, 1899; 30 Stat. L., 1073; O. P. R., 17.)

1273. Obsolete ordnance property which may be sold without prior condemnation. By authority of the Secretary of War. (Act Mar. 2, 1905; 33 Stat. L., 841.) By authority of the Chief of Ordnance. (Act May 28, 1908, 35 Stat. L., 443; act Mar. 4, 1909, 35 Stat. L., 1075.) See Ordnance Orders 12, 1910, p. 100.

1274. Expendable property of the Signal Corps, classification of. (S. C. M. No. 7, par. 362-371.)

1275. All pieces of lead pipe cut off from lead-covered cable ends (Signal Corps property) will be saved and taken up as junk, by weight. (S. C. M. No. 7, par. 369.)

1276. Commanding officers, upon request, will extend to organizations of the organized militia the use of military reservations, target ranges, and United States property for instruction purposes, so far as practicable without interference with the instruction or duties of the regular command, and under such suitable supervision as will provide for the proper care of the public property. (Cir. 28, W. D., 1909.)

## PUNISHMENTS.

1277. Limits of, for enlisted men. (G. O. 204, W. D., 1908, amended by W. D. G. O. 42, 1910; 52, 77, 1911.)

1278. By company commanders, without trial, for dereliction of duty. (A. R., 968.)

1279. Penalty for disclosure of national defense secrets, as the taking of documents, plans, or models, the making of photographs, etc.; communicating or attempting to communicate them to any foreign government, etc. (Act Mar. 3, 1911; 36 Stat. L., 1084; G. O. 45, W. D., 1911, p. 99.)

**1280.** Penalty for discrimination by proprietors, managers, or employees of theaters or other public places of entertainment or amusement in the District of Columbia, or in any Territory, the District of Alaska, or insular possession of the United States, against any person lawfully wearing the uniform of the Army, Navy, Revenue-Cutter Service, or Marine Corps of the United States because of that uniform. (Act Mar. 1, 1911; 36 Stat. L., 963; G.O. 45, W. D., 1911, p. 98.) See U. R., 11.

**1281.** Penalties for trespassing upon military reservations, fortifications, etc., injuring or destroying grass, submarine mines, telegraph, telephone, or cable lines, etc. (Sec. 44, 45, 56, 60, of the Penal Laws of the United States, amended by act Mar. 4, 1910; 35 Stat. L., 1097, 1099; G. O. 22, W. D., 1910.)

**1282.** Penalty for purchasing or receiving in pledge from officers, soldiers, or other persons called into or employed in the military service, any clothing or other public property furnished them under a clothing allowance or otherwise. (G. O. 22, W. D., 1910.)

QUARTERS.

**1283.** The Secretary of War approves the recommendation of the Major General Commanding and the Quartermaster General, that where bachelor officers' quarters are provided at a military post, it is proper and necessary that they be assigned to officers without families. (Cir. 4, A. G. O., 1897.)

**1284.** Quarters for contract surgeons and acting dental surgeons should be assigned by the post commander, and they should be equal to those of a first lieutenant. Contract surgeons and acting dental surgeons are not entitled to select quarters, having no rank and not being officers. (Cir. 82; W. D., 1905; G. O. 45, W. D., 1911, p. 29.)

**1285.** Allowance of rooms for officers serving at posts and stations. (Act Mar. 2, 1907; G. O. 48, W. D., 1907, p. 19; A. R. 1060.)

**1286.** Permanent heavy furniture for officers' quarters at military posts. (Act Mar. 2, 1907; G. O. 48, W. D., 1907, p. 18; A. R., 1029.) Instructions relative to the care of mahogany furniture. (Cir. 40, W. D., 1909.)

**1287.** Restrictions in cost of construction of officers' quarters. (Act June 25, 1910; 36 Stat. L., 721; G. O. 138, W. D., 1910, p. 2.)

**1288.** Quarters for machine-gun platoons. (G. O. 47, W. D., 1911.)

**1289.** Assignment of, to noncommissioned staff officers. (Cir. 18, W. D., 1905.)

## RATIONS.

1290. Provision for quartering or hiring of lodgings for enlisted men ordered on detached service for short periods, etc. (G. O. 206, W. D., 1910.)

1291. When an enlisted man for whom quarters are leased is absent on furlough, or on temporary duty on completion of which he is to return to his proper station, the lease will be continued in force during such authorized absence. (Cir. 78, W. D., 1910.)

## RAILROADS.

1292. List of land-grant and bond-aided. (G. O. 154, W. D., 1908; Cir. 4, Q. M. G. O., 1911.)

## RATIONS.

1293. Occasions for which the use of the different kinds of rations is intended. (A. R., 1223.) The commanding officer will determine which of the several prescribed rations is appropriate for the particular service to be performed and will direct the use of the same. (A. R., 1223.)

1294. Post commanders have discretion in determining the periods for which ration returns are to be rendered, which periods ordinarily should not be longer than one month. (Secretary of War, Mar. 1, 1911; 6650-L, O. I. G.)

1295. Table showing the amounts of the component articles of the Army ration and of their substitutive equivalents. (A. R. 1226; M. S. D., 322.)

1296. Haversack ration. (G. O. 15, W. D., 1911; A. R., 1222, 1226.)

One day in each alternate month of the season of practical instruction, not exceeding three days in each year, the use of the haversack ration with individual cooking will be required by all troops in the field for purposes of instruction. (A. R., 1226.)

1297. Emergency ration: When to be used; improperly opened or lost; responsibility of company and detachment commanders. (A. R., 1223, 1226.)

1298. Ration and savings account system. (A. R., 1242, 1243; Cir. 25, W. D., 1910.) Proportion of components of the ration fixed for purpose of computing the actual cost of the ration. (A. R., 1243.) In computing the value of a ration for the "Ration and Savings Account" the current price of the component and substitutive articles of the ration will be used. (M. S. D., 201.) When there is a balance of an article remaining on hand at the end of a month, its

price is that to be used in the computation on back of the ration and savings account for the coming month. (Commissary General, concurred in by the Secretary of War, Jan. 9, 1911; 14850, O. I. G.)

1299. The ration return and ration and savings account of each organization or detachment will include all enlisted men belonging to it or attached to it for rations; the commander will make an equitable distribution of the amounts due the men authorized to mess separately. Members of the different detachments of noncommissioned staff officers messing separately will be rationed as detachments, their detachment commanders making an equitable distribution of the amounts due on their ration and savings account. (M. S. D., 204.) The company or detachment commander must himself pay the ration money to the men authorized to mess separately. (Secretary of War, Dec. 13, 1910; 14515, O. I. G.)

1800. If it is impracticable for a man messing separately to subsist himself until the end of the month, when settlements are usually made, the company or detachment commander may give the man a written order on the commissary for an amount of stores not to exceed the value of his ration. The value of the supplies so furnished will be charged to the company or detachment account in the sales ledger and adjusted when settlement is made with the company or detachment commander. These written orders will be filed with the records of the commissary. (Cir. 25, W. D., 1910.)

1801. Civilian employees entitled to rations will be rationed as a detachment. The officer under whose supervision they come will take charge of their mess, sign their ration accounts at the commissary, and make an equitable distribution of amounts due to those authorized to mess separately. (M. S. D., 203.)

1802. A civilian employee entitled to rations may purchase subsistence stores equal to the value of his ration. (Views of Commissary General, concurred in by the Secretary of War, Feb. 9, 1911; 14798, O. I. G.)

1803. Commutation of rations. (A. R., 1245-1260; M. S. D., 162-177.) For members of the Female Nurse Corps while on duty in hospital. (G. O. 45, W. D., 1911, p. 16.) For enlisted men sick in hospital. (G. O. 45, W. D., 1911, p. 16.) For enlisted men on duty at the Army and Navy General Hospital, Hot Springs, Ark. (A. R., 1465; G. O. 127, W. D., 1911.) For enlisted men on mine planters. (Par. 23, Regs. for Mine Planters, 1909.) For enlisted men detailed for duty with the Organized Militia. (G. O. 136, W. D., 1911.)

1804. Paragraph 1229, Army Regulations of 1904 (A. R., 1229, 1910) leaves it discretionary with the commanding officer whether

coffee money shall be given enlisted men ordered on journeys when supplied with cooked or travel rations, without regard to the length of the journey. This seems a wise provision as the commanding officer is best qualified to judge as to the advisability of turning over coffee money. (Memo. report of Chief of Staff, approved by the Secretary of War, Aug. 16, 1907; 10840, O. I. G.)

1305. The payment of commutation in lieu of rations to enlisted patients in hospital and members of the Nurse Corps on duty therein, as provided by Army Regulations, is not mandatory, the Secretary of War having discretion to direct the use of rations in cases where he deems it advisable. (M. S. D., 171.)

1306. Limits of expenditures for messes on Army transports. (T. R., 156-158; A. R., 1226.)

1307. Rations for civilians employed on tugs, launches, lighters, etc. (T. R., 162.)

1308. Ration for hospital matrons. (R. S., 1277; A. R., 1224, 1231; M. S. D., 172; 14156, O. I. G.)

1309. Selling (except by the post exchange) or bartering of supplies purchased or drawn from the commissary is forbidden. (A. R., 1269.)

It is not permissible for an organization to sell or exchange any portion of the fresh beef ration, after it has been issued by the Subsistence Department, for the purpose of obtaining other meats in the locality. (Commissary General, concurred in by the Secretary of War, Mar. 27, 1909; 13226, O. I. G.)

1310. Action to be taken when it is necessary to renew reserve rations or to avoid loss of ration articles that have accumulated. (A. R., 1242.)

1311. Supply of rations to be carried on trans-Pacific transports. (T. R. 170, 171; 12758, O. I. G.)

#### RECORDS AND CORRESPONDENCE.

1312. Record-card system prescribed for the bureaus of the War Department. (W. D. Orders, May 15, 1894.)

1313. Instructions for keeping the record of correspondence in the various offices at the headquarters of military divisions and departments, and at the headquarters of military posts at which the record-card system shall be authorized. (G. O. 92, W. D., 1909; Cir. 92, W. D., 1909.)

1314. The system of record keeping prescribed in G. O. 92, W. D., 1909, extended to the headquarters of each artillery dis-

trict, of each military district, and of each permanent military post whose garrison exceeds two companies, except that in the Philippines Division the adoption of the system will be extended only to the headquarters of the artillery districts and the headquarters of such of the larger posts as may be designated for the purpose by the division commander. (G. O. 216, W. D., 1909.) Posts so designated in the Philippines Division. (G. O. 32, Phil. Div., 1910.)

1815. The system of record keeping prescribed in G. O. 92, W. D., 1909, having once been adopted at any headquarters will be maintained thereat continuously afterwards regardless of any change that may take place in the strength or composition of the command subordinate to such headquarters. (G. O. 216, W. D., 1909.)

1816. At military posts the provisions of G. O. 92, W. D., 1909, apply only to the post headquarters and not to the offices of post staff officers. (Cir. 92, W. D., 1909, par. 8.)

1817. It is not deemed advisable at the present time to extend the system of record keeping prescribed in G. O. 92, W. D., 1909, beyond the limits fixed by paragraph I, G. O. 216, W. D., 1909. Those limits do not include depots of supply of the various staff departments of the Army. (Cir. 12, W. D., 1910, par. 2.)

1818. Hereafter, at each administrative headquarters of the Army, the following methods will be observed in the keeping of records and the transaction of official business:

No record shall be kept in any office at a military headquarters respecting matters of which an established record or file is kept in any other office of the same headquarters to which the matter covered thereby properly pertains, but information shall be obtained from the latter source on application therefor as occasion may require. Thus, no record will be made in the office of the adjutant general (or adjutant) of a paper destined for the action of another office, except when the commander desires to take some previous action, and generally only such papers will be filed in the office of the adjutant general (or adjutant) as do not pertain to the business of any of the subordinate offices.

Mail received in any office will be opened promptly and each communication will be stamped with the name of the office and date of receipt. Communications pertaining to the business of the office will then be separated from those pertaining to the business of other offices; the latter will then be marked with the initials of the office to which they pertain and at once sent to the proper offices; the former, if of sufficient importance to be made of record, will then be briefed and entered.



Each staff officer is responsible that communications sent to him are promptly acted upon. In a case requiring the action of the commander, the staff officer will submit the case to him through the Chief of Staff (adjutant general or adjutant), with a memorandum, when necessary, giving a summary of the case and containing his recommendation as to proper action.

In case of routine papers to be forwarded or returned to higher authority, the staff officer will submit them with indorsement prepared for signature of the commander: if to be returned or transmitted, with instructions or remarks, the indorsement will be prepared for signature of the adjutant general (or adjutant).

When acted upon by the commander the proper steps to carry such action into effect will be taken by the Chief of Staff (adjutant general or adjutant), and the papers returned to the office of record, when it will be finally disposed of. i. e., filed, forwarded, transmitted, or returned, without further indorsement or action of that office, except to note disposition in the record. (G. O. 191, W. D., 1905.)

1319. The use of the letters-received book with index, the letters-sent book with index, and the order book, will be discontinued throughout the Army by August 31, 1906, or as soon thereafter as practicable, in all administrative units and offices below department headquarters. These books will be replaced by a correspondence book with index, a document file, and an order file. The correspondence book and index will be furnished in each case by the bureau that is supplying the books now in use. (Par. 1, G. O. 109, W. D., 1906.)

1320. "Instructions for use of 'Correspondence Book,'" published in G. O. 109, W. D., 1906, are required to be placed on the inside of the top cover of each correspondence book (converted and new) and of each separate index. (Par. 6, G. O. 109, W. D., 1906.)

1321. Official communications will be signed or authenticated with the pen and not by facsimiles. Signatures will be plainly and legibly written, with the rank and regiment or corps of the writer annexed. (A. R., 792.)

1322. Officers detailed as members of the General Staff Corps and those detailed in the several staff departments and corps will be addressed and designated in correspondence and orders only according to their rank and the positions to which they are detailed, thus, "Maj. A. B. C., General Staff;" "Capt. D. E. F., Paymaster," etc., and they will append only such titles to their official signatures, except where their assignment to duty involves the use

of another title, as in the case of an adjutant general, chief quartermaster, etc., of a military department, and in these cases also the arm of the service from which the officer is detailed will be omitted. (G. O., 24, W. D., 1903.)

1323. An officer on duty in office of an inspector general of a division and not detailed as an "acting inspector general" by the War Department should not append that title to his official signature. If in charge of the office, the words "In charge of office" should follow his rank and regiment or corps. (13576-A, O. I. G.)

1324. Copies of any records or papers in the War Department or any of its bureaus, or at the headquarters of an army, corps, division, or brigade, or of a territorial division or department, if authenticated by the impressed stamp of the bureau or office of the War Department, or of the headquarters having custody of the originals (e. g., "The Adjutant General's Office, Official Copy,") may be admitted in evidence equally with the originals thereof before any military court, commission or board, or in any administrative matter under the War Department. (G. O. 198, W. D., 1908.)

1325. The use of colored inks, except as carmine or red ink is used in annotation, ruling, or compliance with specific instructions issued by the War Department on blank forms or otherwise, is prohibited in the records and correspondence of the Army. (A. R., 836.)

1326. The preparation of muster rolls, pay rolls, inventories of effects, and certificates of disability for discharge, on a typewriting machine, is authorized, provided a black-record ribbon of standard quality is used, but carbon copies of such papers will not be forwarded to the War Department.

Under no circumstances will discharge certificates and final statements be prepared on a typewriting machine. (Cir. 41, W. D., 1909.)

1327. Indelible pencil may be used: In target record. (Par. 100, 363, Prov. S. A. F. M.) In correspondence book. (G. O. 109, W. D., 1906, par. 6 (a).)

1328. Printed letter and note headings for division and department headquarters and for posts, regiments, and schools of instruction will contain in the upper left corner a brief request for reference to the file number in making reply. Names of officers or other persons, or telephone numbers, will not be printed on letter or note headings for use in any branch of the military service. (A. R., 521.)

1329. Penalty clause on envelopes may be either written or printed. (Cir. 65, W. D., 1909.)

1330. Sections 5403 and 5408, R. S., prescribe penalties for the fraudulent or wrongful destruction, withdrawal, or removal from any public office of any public record, paper, or document therein deposited. (A. R., 837.)

1331. Furnishing of information by persons in the military service. (A. R., 838.)

1332. Information from official records; how furnished Congress. (Cir. 82, W. D., 1909.)

1333. Rules with regard to original records loaned by bureaus or offices of the War Department or by the headquarters of an army, corps, division, or brigade, or of a territorial division, or department, for use by or before courts-martial, military commissions, courts of inquiry, and retiring, examining, and other boards. (G. O., 32, W. D., 1909.)

1334. Correspondence relative to debts of soldiers to merchants. (Cir. 47, W. D., 1910.)

1335. Hereafter disciplinary measures will be resorted to in all cases of neglect of officers to make prompt reply to official communications without satisfactory excuse for the delay. (Cir. 25, W. D., 1906.)

1336. In vouchers, correspondence, etc., the Regulations will be referred to by paragraphs; and in all cases where an abbreviated form of reference to them may properly be used, the following style of notation will be adopted: A. R., 86, A. R., 279 (Army Regulations, paragraphs 86, 279, etc.). The same style of notation will be used when reference is made to sections of the Revised Statutes, e. g., R. S., §1115, etc. (G. O. 84, A. G. O., 1881.)

1337. Conventional signs and abbreviations for use in official correspondence and on maps, charts, and fire-control diagrams of fire-control stations. (G. O. 114, W. D., 1907; D. R. C. A., 116.)

1338. Use of the word "confidential" in communications from the War Department, and responsibility of persons receiving such communications; publications which are not to be considered confidential in future. (Cir. 78, W. D., 1907.)

1339. Military correspondence—general regulations. (A. R., 786-803.)

1340. Channels of communication. (A. R., 196, 756, 795-803; G. O. 215, W. D., 1907; Cir. 20, W. D., 1908.)

1341. Direct correspondence. (A. R., 796, 797.)

1342. In all territorial divisions correspondence with the War Department will be through the division commander, unless other-

wise directed in Army Regulations and War Department orders. (A. R., 196.)

1843. All correspondence, reports and returns relating to the instruction, discipline, status or movements of their commands, or to the commissioned or enlisted personnel thereof, will pass through department commanders; and all other correspondence, reports and returns, including such as relate to the shelter, supply and equipment of troops, the sanitation of posts and other like matters of an administrative nature, will pass directly between post and division commanders. (War Department instructions May 15, 1911; 15187, O. I. G.) See par. 2, G. O. 129, W. D., 1911, as to Dept. of Hawaii.

1844. A commander or chief of bureau may communicate with those under his command or direction through a staff or other suitable officer. With all others he will himself make the communication. (A. R., 800.)

1845. Officers who forward communications will indorse thereon their approval or disapproval, with remarks. No communication will be forwarded to the War Department by a department commander or other superior officer for the action of the Secretary of War without some recommendation or expression of opinion. (A. R., 799.)

1846. Correspondence relative to transfer of supplies from one post to another or from post to depot should pass through military channels. (Secretary of War, Feb. 9, 1909; 13375, O. I. G.)

1847. Official communications that are sent to the office of The Adjutant General of the Army should be addressed to him and not through him to some other destination. While The Adjutant General can be relied upon to make proper disposition, subject to the direction of the Secretary of War, of any papers coming to his office, there is no objection to a request being included in any communication sent to his office that the paper be acted upon or disposed of in a specific way, but any such request should be embodied in the communication which should be addressed directly to The Adjutant General. Correspondents should not undertake, by addressing papers through The Adjutant General, to prescribe the disposition that shall be made of those papers after they reach him. That disposition must be left open for action by the Chief of Staff or the Secretary of War, or both. (Cir. 8, W. D., 1909.)

1848. All correspondence between the heads of staff departments and officers on duty at general recruiting stations, general recruit depots, or the United States Military Prison will be addressed to The Adjutant General of the Army, except in cases in which direct com-

munication is authorized by paragraph 780, Army Regulations. In such cases the correspondence should not pass through the office of any intermediate authority. (Cir. 34, W. D., 1907.)

1849. Correspondence with Division of Militia Affairs. (Org. Mil. Regs., 390-392.)

1850. Regulations governing correspondence, records, action on papers, etc., office of Chief of Staff. (G. O. 68, W. D., 1911.)

1851. Hereafter all papers or documents presented to the Secretary of War for signature shall either be initialed with ink or indelible pencil by the person responsible therefor, or accompanied by a signed communication identifying them, provided that in cases where carbon copies are made at the time of writing the carbon copy shall be so initialed, instead of the original, and shall accompany the communication. (Cir. R, W. D., June 26, 1909.)

1852. A paper submitted for the action of the Secretary of War will be so prepared that the last indorsement or report shall contain, in the fewest possible words, a summary of the case, unless this appears in some report on the same or an accompanying paper to which reference is made. It should also show the question to be decided, and conclude with an opinion or recommendation. When necessary, the law, orders, or customs of the service governing in like cases will be stated, and the case made complete in itself, so that reference to previous papers will only be necessary to afford more definite information upon matters already summarized in the report. As papers submitted in person can be orally explained, it will be sufficient, in the majority of such cases, to indorse on each an opinion or recommendation, omitting the other requirements of this paragraph.

Chiefs of bureaus are requested to see that the requirements of this paragraph are fully complied with. (Cir. I, W. D., Mar. 10, 1910.)

#### *Books and records.*

1853. Artillery district. (A. R., 309.)

1854. Post. (A. R., 211, 318, 835, 972; G. O. 249, W. D., 1907); morning and guard reports (Cir. 33, W. D., 1908; G. O. 194, W. D., 1909); file of desertion circulars (Cir. 3, W. D., 1910); garrison school records (G. O. 70, W. D., 1910).

1855. Post bakery. (M. S. D., 274, 289; A. R., 329; 13382, O. I. G.)

1856. Military convicts at posts. (G. O. 148, W. D., 1908; M. G. D., 322.)

1857. Field notes, route maps, and journals of marches. (A. R., 454-455.)

1858. In order that the maximum amount of time may be devoted to the practical and theoretical instruction of troops, division, department, and post commanders will reduce official correspondence at their headquarters to the minimum consistent with efficient administration. To this end post commanders will dispose of matters of routine as far as practicable by personal interview with the individuals concerned at such hours as will least interfere with the instruction of their commands. (G. O. 195, W. D., 1910; 14661, O. I. G.)

1859. Rosters. (A. R., 251, 282, 366-375; M. G. D., 1-10, 13-18, 21, 23-24, 26, 30, 35-37, 39; and M. G. D., 11, 12, 19, 20, 22, 25, 29, 31, 34, and 40, amended by G. O. 210, W. D., 1910.)

1860. Fort record book and files to be kept by the commanding officer of each coast artillery fort as defined in D. R. C. A. 77. (C. A. M. 6, W. D., 1910.)

1861. Emplacement book to be kept by the officer responsible for each gun battery and for each tactical mortar battery at a seacoast fortification. (C. A. M. 7, W. D., 1910.)

1862. The entry in emplacement books of data concerning bench marks is not required by C. A. M., 7, W. D., 1910, and should not be required by district commanders. (Chief of Coast Artillery, Nov. 5, 1910; 14410-A, O. I. G.)

1863. Emplacement book files are no longer to be kept. Range tables, retained reports of target practice, and carbon copies of important letters should be entered directly in emplacement books. (Secretary of War, Dec. 19, 1910; 12098, O. I. G.)

1864. Of coast artillery subposts. In view of the fact that at any time it may be necessary or advisable to regarrison these subposts, it is recommended that none of the records pertaining thereto be disturbed, but that they remain complete and in the offices to which they pertain, being securely locked up and cared for under the direct orders of the district commander concerned and in the same manner that the Government property pertaining to these subposts remains therein. The noncommissioned officer in charge of the detachment is responsible for the care and preservation of the subpost with all that pertains thereto. (Chief of Coast Artillery, approved by the Secretary of War, July 25, 1910, published in Cir. 22, Department of the Gulf, 1910.)

1865. Regimental. (A. R., 258, 259, 325, 335; G. O. 1, W. D., 1905, amended by G. O. 7, W. D., 1910; G. O. 249; W. D., 1907, construed by Cir. 33, W. D., 1908.)

1866. Record-card system (G. O. 92, W. D., 1909) not extended to regimental headquarters. (14445-A, O. I. G.)

1367. Coast artillery band fund records. (A. R., 326.)

1368. A correspondence book and a document file are part of the records of a regimental band, to be kept separately from the regimental records. (A. R., 15, 280; G. O. 109, W. D., 1906, par. 4c; 13545, O. I. G.)

1369. The battalion, in a regiment, is not an administrative unit and has no separate records. (A. R., 244.) See par. 99, *ante*.

1370. Battalions not organized into regiments. (A. R., 244; G. O. 1, W. D., 1905, amended by G. O. 7, W. D., 1910.)

1371. Company (A. R. 280-282, 318, 332, 835, 1172, 1174, 1384, 1493, 1494); morning report (G. O. 194, W. D., 1909); target record (Prov. S. A. F. M., pp. 75, 214); record of sizes of clothing (U. R. 37); descriptive lists (Cir. 12, W. D., 1910; G. O. 134, W. D., 1911); mess-fund account books (G. O. 148, W. D., 1908); memorandum of diseases and injuries of public animals (G. O. 252, W. D., 1909); additional for an independent company (G. O. 1, W. D., 1905, amended by G. O. 7, W. D., 1910).

1372. For the sake of brevity, the "Descriptive List, Military Record, and Statement of Accounts" of a soldier, will be referred to hereafter, in all official communications requiring reference to it, as the "Descriptive List." (G. O. 162, W. D., 1909.)

1373. Retained papers relating to accountability for property pertaining to a company or detachment. (Cir. 84, W. D., 1909.)

1374. Records of artillery firing will be kept at seacoast forts and by organizations of mobile artillery. (A. R. 1572; C. A. M. 11, W. D., 1910; G. O. 46, W. D., 1911.)

1375. When a regiment or company is relieved from duty in a division or department, the division and department orders in its possession, except extracts of special orders, will be disposed of under instructions of the division and department commanders. (A. R., 258, 281.)

1376. In every staff corps and department, regiment, battalion not forming part of a regiment, and independent troop, battery or company, will be kept a detailed history of the services of the organization. The history will, at all times, be kept as nearly up to date as possible. (G. O. 1, W. D., 1905; G. O. 7, W. D., 1910.)

1377. What regimental and company books and papers are to be permanently preserved and what destroyed after five years. (A. R., 258, 281.)

1378. Before books and papers are destroyed under A. R., 249 and 272, 1904 (A. R., 258 and 281, 1910), they should be carefully

examined to see that everything of historical value therein has been embodied in the history of the organization. (G. O. 1, W. D., 1905.)

**1879. Quartermaster.** (Q. M. M., 27, 28, 31, 534-536 and 535), G. O. 71, W. D., 1905; Q. M. M., 652-654; G. O. 109, W. D., 1906; Cir. 7, Q. M. G. O., 1909, amended by Cir. 5, Q. M. G. O., 1910; Cir. 11, Q. M. G. O., 1909; A. R. 1035.) Property records. (Cir. 18, Q. M. G. O., 1911.) File descriptive cards of public animals. (A. R., 1086, G. O. 252, W. D., 1909.) Memorandum of diseases and injuries of public animals. (G. O. 252, W. D., 1909.) Account of fuel and light issued to soldiers entitled to or occupying separate rooms as quarters. (Cir. 18, W. D., 1910.)

When a public animal is transferred, the descriptive card (Form No. 277, A. G. O.) will accompany the animal, the responsible officer being the proper custodian of the card. (Cir. 54, W. D., 1909.)

**1880. Post laundry records.** (G. O. 68, W. D., 1910.)

**1881. Commissary.** (M. S. D., 291, amended by G. O. 193, W. D., 1910; M. S. D., 293-299; G. O. 109, W. D., 1906; Cir. 8, Office of Commissary General, 1909.)

**1882. Military hospitals.** (M. M. D., 172, 322, 395-474.) Completed morning reports of sick will be preserved for a period of one year, unless the command is sooner discontinued, when they will be destroyed. (A. R., 1493.) Register of the hospital fund discontinued, and replaced by duplicate of the monthly statement of the hospital fund. (M. M. D., 322; 14057, O. I. G.) Entries to be made with reference to proficiency in identification work when a member of the Hospital Corps is transferred, discharged, or reenlisted. (G. O. 8, W. D., 1910.)

Dental records. (M. M. D., 475-483.)

Ambulance companies: Peace (M. M. D., 156, 160); war (M. M. D., 628, 785).

Field hospitals: Peace (M. M. D., 156, 160); war (M. M. D., 655, 785).

Medical supply depots. (M. M. D., 380, 400, 404-408.)

Medical Department in the field. (M. M. D., 778-788.)

**1888. Accumulations of obsolete and worthless documents at independent administrative offices of the Medical Department, how disposed of.** (M. M. D., 405.)

**1884. Identification records of enlisted men.** (W. D. G. O. 68, 206, 1906; 103, 1908; 32, 119, 1909; W. D. Cirs. 44, 1906; 2, 75, 1907; 16, 51, 79, 1908; 11, 1909.) Of military convicts. (G. O. 77 and Cir. 48, W. D., 1910.)



1885. Paymasters. (M. P. D., 75, 818.)

1886. Engineer Department. (E. R., 80-102.)

1887. Records to be furnished district Artillery engineers by the Signal Corps whenever the latter transfers a standard fire-control installation to the Coast Artillery Corps. (G. O. 107, W. D., 1910.)

1888. Cable book. (G. O. 202, W. D., 1910.)

1889. To be maintained by the Artillery engineer. (S. C. M. No. 8, p. 343.)

1890. Records of the history and operations of fortification power plants, mining casemates, searchlights, and fire-control installations to be kept in the office of the post Artillery engineer. (Par. 10, G. O. 182, W. D., 1907.)

1891. Ordnance. (O. R. pp. 50, 51.) Financial records to be kept at ordnance stations. (Ord. Orders 12, 1910, pp. 24-44, 163.) When the Record Book of Receipts and Disbursements is kept, the retained Account Current and Abstract of Disbursements need not be executed. (Ord. Orders 12, 1910, p. 164.)

1892. Powder book to be kept by the ordnance officer at every seacoast fort. (Art. Mem. No. 4, W. D., 1904.)

1893. Kept by Artillery district ordnance officer: Record of work performed by each resident and nonresident ordnance machinist in the district. (G. O. 62, W. D., 1908, par. IV, sec. 24; G. O. 102, W. D., 1909.)

1894. The keeping of the "Record of Ordnance and Ordnance Stores at Posts" (Form No. 21, Ordnance Department), described in Artillery Memorandum No. 1, War Department, 1907, will hereafter be optional with artillery district ordnance officers. (C. A. M. 3, W. D., 1909.)

1895. Signal Corps records pertaining to military telegraph lines to be kept in telegraph offices. (S. C. M. No. 2, rules 3, 36, 45, 54, 61-64.) To be kept at wireless stations. (S. C. M. No. 2, rule 143.)

1896. Chaplains. (A. R., 45.)

1897. National cemetery record books: Letters-received book and index; letters-sent book and index; record of disbursements; burial register; visitors' register. (N. C. R., 160.)

1898. The following books and records are required to be kept in connection with recruit administration:

(a) *At general recruit depots.*—Correspondence book (A. R., 211); consolidated morning report (A. R., 211); company morning report (A. R., 280); sick report (A. R., 280); guard report (A. R., 211); monthly report of medical examination of applicants for enlistment—retained copy, Form 265, A. G. O. (A. R., 888); document file

A. R., 211); order file (A. R., 211); copies of all returns and reports rendered, if not contained in document file (A. R., 211; 12063, O. I. G.); copies of D. and A. cards (Cir. 23, W. D., 1908); monthly reports of elopements of accepted applicants (G. O. 243, W. D., 1909).

All records pertaining to recruit administration at recruit depots and depot posts will be so kept that a change may, without interference, be made at any time in the post personnel. (A. R., 858.)

(b) *At recruit depot posts.*—Monthly report of medical examination of applicants for enlistment—retained copy, Form 265, A. G. O. (A. R., 888; 12063, O. I. G.); copies of D. and A. cards (Cir. 23, W. D., 1908); monthly reports of elopements of accepted applicants (G. O. 243, W. D., 1909).

(c) *At other garrisoned posts.*—Monthly report of medical examination of applicants for enlistment—retained copy, Form 265, A. G. O. (A. R., 888; 12063, O. I. G.).

(d) *At general recruiting stations (main).*—Correspondence book (A. R., 211); company morning report (A. R., 280); sick report (A. R., 280); record of meals (Cir. letter, A. G. O., June 24, 1909); copies of D. and A. cards (Cir. 23, W. D., 1908); book of transportation requests (Cir. 41, W. D., 1906); document file (A. R., 211); order file (A. R., 211); copies of all returns and reports rendered, if not contained in document file (A. R., 211); muster roll of recruiting party—retained copy (Cir. letter, A. G. O., Apr. 8, 1907). And where the recruiting officer is a disbursing officer: Cash book; check book (A. R., 619-621; 12063, O. I. G.).

Circular 23, War Department, 1908, requires recruiting officers at general recruiting stations to file thereat copies of the descriptive and assignment cards of all applicants for enlistment *examined by the recruiting officer*, whether the applicants be accepted or rejected. (Indorsement, A. G. O., Sept. 3, 1908; 12598, O. I. G.)

(e) *At auxiliary stations.*—As the recruiting officer simply makes visits to these (auxiliary) stations when candidates for enlistment are assembled, and as such a station is frequently operated by a single soldier, few or no records are kept there. The records of the parties are all kept at the main stations. While it might be well to keep records at some of the more important auxiliary stations, it will be readily seen that for the department to prescribe a rule in this respect for all the auxiliary stations of varying degrees of importance is wholly impracticable. The matter has therefore been left to the judgment of the responsible officer who can best judge what records

should be kept at each place. (M. S. O. letter, July 9, 1904; Cir. letter, O. I. G., July 25, 1904.)

#### RECRUITING SERVICE.

##### *Recruiting stations.*

**1399. Applicants.**—Instructions as to qualifications of applicants for enlistment, rates of pay of enlisted men, etc. (Cir. 69, W. D., 1910.)

Rules for physical examination. (G. O., 66, W. D., 1910.) Minimum visual requirements. (Cir. 26, W. D., 1909.)

Test in English language. (G. O., 37, W. D., 1910.)

Minors. (W. D. Cir. 54, 1909; 69, 81, 1910.)

Those who have once declined enlistment after having been accepted. (G. O., 243, W. D., 1909.)

Ex-convicts. (A. R. 866; Cir. letter, A. G. O., July 20, 1911; 13218-G, O. I. G.)

**1400.** Men who present themselves for enlistment in the Army will be interrogated as to service in the National Guard and in the event that they have served in such State troops they will be required to present satisfactory evidence that they have been honorably discharged therefrom, or if unable to do so, enlistment will be refused. (Cir. 13, A. G. O., 1903.) Also see Cir. 62, W. D., 1908.

**1401.** Officers on duty at the general recruiting stations will see that the question of special assignment of applicants is settled while the applicants are at the recruiting stations. (Cir. letter, A. G. O., July 30, 1907.) See Cir. letter, A. G. O., Mar. 17, 1908.

**1402.** Instructions as to the prompt forwarding of accepted applicants and papers pertaining to them from general recruiting stations to recruit depots and depot-posts. (Cir. 44, W. D., 1907.)

**1403.** Punishment for violation of R. S., 5439, in the matter of procuring subsistence and transportation by fraudulent application for enlistment in the Army. (Cir. 54, 91, W. D., 1908.)

Return transportation from depot to station not to be furnished certain applicants. (Cir. 7, W. D., 1908.)

**1404. Arms and equipments.**—Arms will not be issued to recruiting parties. (Cir. 14, W. D., 1904.) Belts. (U. R. 38.)

**1405. Flags, posters, and signs.**—Recruiting and advertising flags. (A. R., 224.) How displayed. (Cir. letter, A. G. O., July 30, 1907.)

Supervision and inspection by recruiting officers of posters put up under contract. (Cir. letter, A. G. O., July 1, 1910.)

Posters that are to be put up without expense to the Government for billposting. (Cir. letter, A. G. O., Aug. 26, 1909.)

Recruiting signs for general recruiting stations. (Cir. letter, A. G. O., Jan. 14, 1908.)

It is important that at every recruiting station the flag be effectively displayed, and that the posters and recruiting sign be judiciously placed. (Cir. letter, A. G. O., July 30, 1907.)

**1406. Inspection.**—Inspecting officers in making inspections of general recruiting stations will take special care to ascertain and report whether the requirements of Circular 27, War Department, 1908, are observed. (Par. 5, Cir. 27, W. D., 1908.)

Instructions to inspectors general relative to recruiting officers, their interest in and aptitude for their work, efforts to secure recruits character, appearance, and suitability of recruiting parties; dress and soldierly appearance of door orderly; attractiveness of station, advertising, display of flag, etc. (Cir. letter, O. I. G., Apr. 6, 1908; 12359 O. I. G.) Also see par. 117, *ante*.

**1407. Inspection of auxiliary stations.**—"The Chief of Staff, having decided that inspections of auxiliary recruiting stations are not necessary, directs that the inspector general of your division be advised accordingly, and that he be instructed, upon his visit to the main station, to make special inquiry regarding the management of the auxiliary stations, the character of personnel there located, etc., such information to be obtained from the recruiting officer. If, upon inspection of the main station, an inspector is put in possession of any circumstance at an auxiliary station which he deems it important to inquire into on the ground, he should proceed to make his inspection and have his journey subsequently confirmed." (Cir. letter, M. S. O., May 29, 1905, to Division Commanders.)

**1408. Inspection of meals.** For the purpose of ascertaining whether the meals furnished are suitable and in accordance with the terms of the agreements or contracts under which they are furnished, officers of the general recruiting service will make periodical inspections of the meals furnished at all main, auxiliary, and intermediate recruiting stations under their charge. No more than one meal need be inspected at any station in any one day, but inspections will be so timed that different meals will be inspected in succession at each station. At each main station one or more meals will be inspected each week, and at each auxiliary or intermediate station one or more meals will be inspected during each visit of the recruiting officer to that station, but no journey to any station will be made for the sole purpose of inspecting meals. The fact that such

inspection has been made, the date of the inspection at each station, and the meal or meals inspected on that date will be noted in the column of remarks on the station trimonthly report of the general recruiting service. (Cir. letter, A. G. O., Mar. 31, 1906.) See par. 668, *ante*.

**1409. Newspapers and periodicals.**—An allowance of \$10 per annum is made for subscriptions to newspapers and periodicals for each main recruiting station designated by The Adjutant General. (Form No. 371, Q. M. G. O., Mar. 2, 1911.)

**1410. Office.**—Important that it be on first floor where flags and recruiting sign can be displayed to attract attention, and where the orderly will be actually on the sidewalk instead of in hallway. (Cir. letter, A. G. O., Nov. 27, 1909; 13218-B, O. I. G.)

Rooms will not be selected in a building the owners or occupants of which may object to the posting of a soldier at the main entrance as required in Circular 27, War Department, 1908. (Cir. 27, W. D., 1908.)

Leasing of rooms for recruiting purposes—articles and facilities to be furnished by lessors. (G. O. 240, W. D., 1909.)

Location of office at main or central auxiliary station not to be changed without first obtaining authority from The Adjutant General's Office. (Cir. letter, A. G. O., Dec. 11, 1909.)

A recruiting station is not to be regarded as a "military station" within the meaning of A. R., 109, 1908 [A. R., 110, 1910]. (Cirs. 21 and 41, W. D., 1909.)

**1411. Office hours.**—Except on Sundays and holidays, recruiting offices will be opened for business daily not later than 8 a. m. and closed not earlier than 5 p. m. (Cir. 27, W. D., 1908.)

The Secretary of War has decided that the Executive order dated June 25, 1909, published in Circular 42, War Department, 1909, providing "that during the months of July, August, and September of each year, until further notice, four hours, exclusive of time for luncheon, shall constitute a day's work on Saturdays for all clerks and other employees of the Federal Government, wherever employed," does not apply to Army recruiting stations. (Cir. letter, A. G. O., July 6, 1911; 15322, O. I. G.)

**1412. Orderly.**—When a recruiting party consists of two or more enlisted men, one man of soldierly bearing and properly uniformed will be posted at the main (street) entrance of the recruiting station during at least four hours of each week day, to answer inquiries and direct applicants to the recruiting office. (Cir. 27, W. D., 1908. See par. 1418, *post*.)

**1413. Passes.**—Officers in charge of general recruiting stations may grant passes to members of their parties for absence not exceeding 48 hours. (Cir. letter, A. G. O., Oct. 16, 1909.)

**1414. Quarters.**—The privilege of living out of quarters may be granted by recruiting officers to the following classes of members of recruiting parties:

(1) Soldiers who were married prior to their last enlistment or prior to their transfer to the recruiting service.

(2) Soldiers who may hereafter receive permission from the War Department to marry.

The privilege of living out of quarters will not be extended to more than one man at each main station. When an enlisted man to whom this privilege has been granted desires to be subsisted independently, he will submit in writing an application to The Adjutant General of the Army to be paid the contract price of subsistence. This application will be forwarded by the recruiting officer, with his recommendation and with such information in regard thereto as may be deemed pertinent. (G. O. 190, W. D., 1904.)

G. O. 190, W. D., 1904, does not contemplate payment by the Government for a soldier's lodgings when the privilege of living out of quarters is accorded him, and the Quartermaster's Department is prohibited by law from paying commutation of quarters. (Secretary of War, Dec. 2, 1909; 13788, O. I. G.)

**1415. Records.** (See par. 1398, ante.)

**1416. Regulations governing the recruiting service.** (A. R., 857-894.)

**1417. Toilet articles for recruiting stations.** (A. R., 1240.)

**1418.—Uniform.**—Officers and enlisted men on duty at general recruiting stations will wear, according to the season, either the dress or the white uniform, but they will not wear the service uniform. This, however, is not to be construed so as to prevent such officers and enlisted men from wearing olive drab shirts when considered necessary by the recruiting officer in charge. The time of wearing the white or the dress uniform will be determined for each recruiting district by the officer in charge of the district.

Recruiting officers and members of their recruiting parties will be in uniform when on duty as such.

While posted at the main entrance of recruiting stations, or while on duty in parks and squares, or on other duty as may be directed by the recruiting officer in charge, enlisted men will, while wearing the dress uniform, wear white gloves and the russet-leather belt;

if wearing the white uniform they will wear white gloves and the white web belt issued by the Ordnance Department. (U. R., 38.)

Recruiting officers will give special attention to the dress and appearance of their men and will take the necessary steps to relieve from recruiting duty any men now on their parties or that may be received hereafter who are slovenly or unsoldierly in appearance. (Cir. 27, W. D., 1908.)

Existing instructions are specific in requiring recruiting officers to be in uniform "while on duty as such," which, of course, includes the time during which they are on duty at either main or auxiliary stations. These instructions are not construed, however, as requiring recruiting officers to be in uniform while traveling to and from auxiliary stations. (Indorsement, A. G. O., Aug. 29, 1908; 12587, O. I. G.)

1419. White summer clothing for members of recruiting parties, how supplied and disposed of when unserviceable. (A. R., 1183; Cir. 27, 40, W. D., 1908; Cir. letter, A. G. O., May 20, 1909.) When to be worn. (U. R., p. 52.)

1420. Uniform clothing will not be issued to applicants for enlistment. (Cir. 41, W. D., 1906.)

1421. *Vaccination.*—Accepted applicants are not to be vaccinated at recruiting stations. (A. R., 883; 13218-E, O. I. G.)

*Recruit depots and depot posts.*

1422. Control of division commanders over recruit depots with reference to the administration of military justice, payment of troops, and limited inspections. (A. R., 189.)

1423. In all matters of police and discipline recruits at recruit depot posts are under the command of the post and department commanders, but in all other matters, including discharges for disability, they are directly under the orders of the War Department. (A. R., 858.)

NOTE.—A list of recruit depots and depot posts will be found in the monthly "Army List and Directory."

1424. Recruits at general depots will be organized for instruction into recruit companies as may be directed by the War Department. (A. R., 859.)

1425. Directions of the Secretary of War relative to the instruction of recruits at recruit depots communicated to the commanding officer of each recruit depot by A. G. O. letter, dated December 6, 1910. (13218-C, O. I. G.) Colored recruits of no previous serv-

ice are not to be held at recruit depots for instruction. (Cir. letter, A. G. O., Feb. 6, 1911; 13218-D, O. I. G.)

**1426.** Applicants accepted as band musicians are to be examined in music before enlistment at a recruit depot or depot post. (Cir. letter, A. G. O., June 15, 1908.)

**1427.** Special privileges or advantages not allowed officers in selecting recruits for Engineer companies; complaints as to character of recruits assigned to such companies, etc. (G. O. 8, Office of Chief of Engineers, 1909.)

**1428.** Each recruit, before leaving a recruit depot for service in the Philippines, will be supplied with two pairs of summer drawers, two cotton undershirts, and two pairs of cotton stockings, or such of these articles as are not already in his possession, to be taken with him for use on the transport or after arrival in the islands. (Cir. letter, A. G. O., Apr. 20, 1911, to commanding officers of recruit depots; 13218-F, O. I. G.)

**1429.** Canvas bags for use of recruits in carrying their effects from recruit depots to first stations. (Par. 1, G. O. 161, W. D., 1910, amended by Par. II, G. O. 91, W. D., 1911.)

**1430.** Recruits en route from recruit depots to join organizations are to wear service caps. Service hats will be issued to them after they shall have joined the organizations to which they have been assigned. (U. R., 65 (c).)

**1431.** Sending of public property, in addition to the articles of personal equipment in the hands of each recruit, with a detachment of recruits leaving a recruit depot. (Cir. 55, W. D., 1908.)

**1432.** Civilian clothing of accepted recruits will be disinfected hereafter at recruit depots and depot posts instead of at recruiting stations. (Cir. 37, W. D., 1906.)

**1433.** Barber shop is to be established in connection with post exchange at recruit depots. (Chief of Staff, May 23, 1905; 10008, O. I. G.)

**1434.** *Records.* (See par. 1398, *ante*.)

**1435.** The batteries, power plants, and other artillery accessories used for seacoast-defense purposes at Fort Slocum, N. Y., are attached to and will form a part of the recruit depot thereat. (G. O. 25, W. D., 1907.) To be inspected by the officer from the Inspector General's Office, War Department, when he makes his inspection of the recruit depot. (Secretary of War, Apr. 9, 1908; 12333, O. I. G.)

The batteries, power plants, and other artillery accessories used for seacoast-defense purposes at Fort McDowell, Cal., are attached to and will form a part of the recruit depot thereat. (G. O. 100, W. D., 1909.)



## RETIRED OFFICERS.

**1436.** Pay and allowances. (A. R., 1053, 1073, 1080, 1098, 1114, 1152, 1154, 1280, 1329, 1468, 1496; M. P. D., 895-931.) When assigned to active duty. (Act Apr. 23, 1904, 33 Stat. L., 264; G. O. 76, W. D., 1904, p. 10; act Mar. 2, 1905, 33 Stat. L., 831; G. O. 40, W. D., 1905, p. 9; act June 12, 1906, 34 Stat. L., 245; G. O. 115, W. D., 1906, p. 8.) When detailed to educational institutions. (Act Mar. 3, 1909, 35 Stat. L., 738; G. O. 49, W. D., 1909, p. 10.) When assigned to active duty as members of the board of road commissioners for Alaska. (Act Mar. 3, 1911, 36 Stat. L., 1052; G. O. 45, W. D., 1911, p. 25.)

**1437.** The Secretary of War may assign retired officers of the Army, with their consent, to active duty in recruiting, for service in connection with the organized militia in the several States and Territories upon the request of the governor thereof, as military attachés, upon courts-martial, courts of inquiry and boards, and to staff duties not involving service with troops. (Act Apr. 23, 1904, 33 Stat. L., 264; G. O. 76, W. D., 1904, p. 10.)

**1438.** When detailed to active duty in the recruiting service or as professors of military science and tactics at educational institutions they are not officers "required to be mounted." (Cir. 81, W. D., 1908.) Status as to mounts when on duty with the organized militia. (G. O. 121, W. D., 1911.)

**1439.** Are subject to the rules and articles of war. (R. S., 1256.)

**1440.** Retired officers may be assigned to duty at the Soldiers' Home, provided they receive from the Government only the pay and emoluments allowed by law to retired officers. (R. S., 1259.) But they may receive supplies from the home, and the treasurer may receive a salary from the funds of the home. (XX Op. Att. Gen., 350, Mar. 14, 1892.)

**1441.** "An assistant general treasurer and inspector general of the National Home for Disabled Volunteer Soldiers is not an officer of the United States within the meaning of the act of July 31, 1894," and a retired officer receiving compensation of \$2,500 per annum is not debarred from holding that office. (8 Comp., 443, Jan. 11, 1902.)

**1442.** Laws, regulations, and instructions governing detail of, at educational institutions. (G. O. 231, W. D., 1909.)

## SERVANTS.

**1443.** No officer shall use an enlisted man as a servant in any case whatever. (R. S., 1232.) See par. 1142 ante.

## SHOES.

1444. Company commanders enjoined to personally supervise fit of the footgear; soldier has a marked tendency to wear a marching shoe of the same size as his dress shoe, whereas he should wear at least a size larger. (Cir. 34, W. D., 1906.)

1445. One size stick and two shoe stretchers for each company or detachment will be furnished by the Quartermaster's Department. (Cir. 63, W. D., 1909; U. R., 37 (b).)

1446. Shoes of old pattern, both black and russet, on hand at the various posts, depots, and stations should be absorbed by issue as far as practicable before those of the latest pattern are issued. (Secretary of War and Quartermaster General, Nov. 16 and 27, 1908; 12942, O. I. G.)

1447. An explanation for not wearing uniform shoes at inspection in dress uniform to the effect that the men's feet were so tender that wearing uniform shoes caused loss of efficiency, was not accepted by the War Department as satisfactory, and the men were required to wear the uniform shoe as prescribed. (Dec. Acting Secretary of War, Oct. 29, 1907; 12006, O. I. G.)

1448. Neat's-foot oil for use as a shoe dressing will be furnished by the Quartermaster's Department, and a supply of not less than 4 ounces for each man will be kept on hand in every organization for use in the field in wet weather. (Cir. 72, W. D., 1907.)

## SIGNAL CORPS DEPOTS AND POSTS.

1449. "The general depots of supply," mentioned in A. R., 187, 1904 (A. R., 189, 1910), include the general property depots of the Signal Corps at present established or that may hereafter be established. Whenever such depots of the Signal Corps are situated at a Signal Corps post, matters of post administration remain in the hands of the division and department commanders. (Cir. 46, W. D., 1906.) See A. R., 192.

## SOLDIERS' HOMES.

*Soldiers' Home at Washington, D. C.*

1450. The following persons, members of the Soldiers' Home, according to section 4814, Revised Statutes, shall be entitled to the rights and benefits herein conferred, and no others:

First. Every soldier of the Army of the United States who has served, or may serve, honestly and faithfully 20 years in the same.

Second. Every soldier and every discharged soldier, whether regular or volunteer, who has suffered, or may suffer, by reason of disease or wounds incurred in the service and in the line of his duty, rendering him incapable of further military service, if such disability was not occasioned by his own misconduct.

Third. The invalid and disabled soldier, whether regulars or volunteers, of the War of 1812 and of all subsequent wars. (R. S., 4821.)

NOTE.—Discharged soldiers who served only in volunteer organizations are not received at the Soldiers' Home in the District of Columbia, because provision is made for them in the National Home for Disabled Volunteer Soldiers. (Laws and Regulations for the Soldiers' Home, p. 20.)

1451. Regulations for admission to the Soldiers' Home, Washington, D. C. (A. R., 177-180.)

1452. The law which required that 12½ cents per month for the Soldiers' Home be deducted from the pay of enlisted men was repealed by act of June 12, 1906 (G. O. 115, W. D., 1906, p. 4), and act of May 11, 1908 (G. O. 80, W. D., 1908, p. 8).

1453. Board of commissioners. (Act Mar. 4, 1909; 35 Stat. L., 1004; G. O. 63, W. D., 1909, p. 13.)

*National Home for Disabled Volunteer Soldiers.*

1454. The following persons only shall be entitled to the benefits of the National Home for Disabled Volunteer Soldiers, and may be admitted thereto upon the order of a member of the board of managers, namely:

All honorably discharged officers, soldiers, and sailors who served in the regular or volunteer forces of the United States in any war in which the country has been engaged, including the Spanish-American War, the provisional army (authorized by act of Congress approved Mar. 2, 1899), in any of the campaigns against hostile Indians, or who have served in the Philippines, in China, or in Alaska, who are disabled by disease, wounds or otherwise, and who have no adequate means of support, are not otherwise provided for by law, and by reason of such disability are incapable of earning their living. (Acts Mar. 21, 1866; May 26, 1900; Jan. 28, 1901; May 27, 1908; Mar. 4, 1909; Regulations N. H. D. V. S., par. 83, published in G. O. 148, W. D., 1909.)

1455. Personal property of deceased members of the National Home for Disabled Volunteer Soldiers who leave no heirs at law or next of kin, how disposed of. (Act June 25, 1910, 36 Stat. L., 736; G. O. 133, W. D., 1910, p. 25.)

## STAFF.

**1456.** Of a territorial division commander. (A. R., 196.) Department commander. (A. R., 198.) Department of Hawaii. (G. O. 129, W. D., 1911.) Commanders of normal brigades and higher units. (F. S. R., 16.) Temporary brigades and divisions formed for instruction at field exercises, maneuvers, etc. (F. S. R., 5.) General officer commanding a post. (A. R., 198.) Artillery district commander. (A. R., 307.) Regimental commander. (A. R., 248.) Battalion and squadron commanders. (A. R., 248.) Post commander. (A. R., 206.)

**1457.** Officers of the General Staff (staff departments), serving at military posts, do not belong to regiments or battalions, but constitute the staff of the commanding officer. They will attend him on all reviews and inspections; will form in line three paces to the rear of the commanding officer, who may, at his discretion, require them to stand fast when he proceeds to make the "inspection," or he may instruct one or more to accompany him, and the remainder to retain their position at the *post for review*. (Cir. 8, A. G. O., 1885.) See G. O. 196, W. D., 1909.

**1458.** Tour of service of staff officers in the Philippine Islands to be two and one-half years. (Secretary of War, Oct. 25, 1911; 9028-D, O. I. G.)

**1459.** Hereafter graduates of the Service Schools and the Staff College shall not be subject to detail in any staff corps or department, or to other detached service until they have rejoined the organizations to which they belong and served therewith two years. (Secretary of War, Aug. 29, 1911; 14324-B, O. I. G.)

## SUBMARINE MINING.

**1460.** Designation "torpedo companies" changed to "mine companies." (G. O. 21, W. D., 1908.)

**1461.** Companies assigned to a mine defense are charged with the care and operation of the mine equipment. (G. O. 62, W. D., 1908, Par. IV, sec. 17.)

**1462.** Accountability for submarine mine property. (G. O. 182, W. D., 1907, amended by W. D. G. O. 121, 1908; 50, 1911.)

**1463.** Expendable submarine stores. (Prov. M. S. M., pp. 27-29.)

**1464.** Mine equipment expended in mine commands. (G. O. 62, W. D., 1908, Par. IV, sec. 18.)

**1465.** The distribution box boats, being a part of the mine equipment of the Coast Artillery Corps, will be assigned by artillery dis-

strict commanders to mine companies or to detachments assigned to mine defense for their care and use. The officer in command of the organization will himself take direct charge of the boats or will designate an officer under his command for that duty. He will assign to each boat as crew a corporal and two specially selected privates, the corporal to act as master of the boat, one of the privates as engineer, and the other as deck hand. (G. O. 235, W. D., 1909.)

1466. As the use of these boats (wooden working boats for submarine mining) will tend to keep them in good condition and serve to train the members of the various crews in their handling and care, their use for ordinary work in the waters about a coast artillery post, when not needed for submarine mine purposes, is authorized under proper supervision of local commanding officers. (Cir. 37, W. D., 1905.)

1467. Annual allowance of submarine mines for practice at posts supplied with the necessary mine explosive: To each post where a mine company is stationed, three mines; to other posts where instruction in submarine mining is required, one mine. (G. O. 22, W. D., 1911, p. 9.)

1468. Submarine mine property shall not be used for other than mine purposes, unless the express authority of the Chief of Artillery therefor has been previously obtained. (G. O. 86, W. D., 1905.)

1469. At posts provided with the necessary material (oil engine, storage battery, transformers, switchboard, operating boxes, etc.), a mining casemate shall be installed, provided a suitable room is available or may be extemporized for this purpose. If for any reason it is found impossible to make this temporary installation, the commanding officer shall make a detailed report showing why it can not be done. (G. O. 86, W. D., 1905.)

1470. Instructions relative to classification of submarine mine cable. (Cir. 78, W. D., 1908.)

1471. Test of submarine mine cable, received at an artillery post, for insulation and copper resistance. (Cir. 45, W. D., 1907; G. O. 202, W. D., 1910.)

1472. Cable tanks should, if practicable, be kept filled with fresh water; but when this is impracticable salt water may be used until a supply of fresh water becomes available. (G. O. 86, W. D., 1905.) See p. 68, Prov. M. S. M.

1473. Test of mines and apparatus. (Prov. M. S. M., pp. 42-44.)

1474. Care and preservation of submarine mine material. (Prov. M. S. M., pp. 73-75.)

1475. Sales list, including articles to be kept for sale in Alaska and the Philippine Islands and at recruit depots. (G. O. 172, W. D., 1909.)

1476. The War Department has uniformly declined to authorize sales, made to enlisted men and civilian employees under A. R., 1259 and 1263, 1908 (A. R., 1268 and 1267, 1910), to be paid for at the end of the month. (18274-B, 13612, O. I. G.) See par. 1302 *ante*.

1477. Prices to be charged for subsistence stores furnished by the Subsistence Department to another bureau of the War Department, or to another executive department of the Government or employees thereof. (Act Mar. 3, 1911; 36 Stat. L., 1047; G. O. 45, W. D., 1911, p. 17.)

1478. Sales of subsistence stores made to a company, detachment, hospital, post bakery or post exchange, when paid for within the calendar month in which they are made, are regarded as cash sales within the meaning of A. R., 1259, 1908 [A. R., 1263, 1910]. (Cir. 92, W. D., 1909.)

1479. Section 1144, Revised Statutes, provides for sales of subsistence stores at "cost prices;" and the act of July 5, 1884 (23 Stats., 108), defines the cost price as follows: "The cost price of each article shall be understood, in all cases of such sales, to be the invoice price of the last lot of that article received by the officer making the sale prior to the first day of the month in which the sale is made." This provision of law is specific and positive, and there is no authority for selling supplies at a reduction in price whereby the Department will receive less than the law prescribes. Even the fraction of a cent is at times a portion of the cost price to be charged and must be exacted, so that if the purchaser does not choose to purchase a quantity that will total to an even cent, the Department has to insist upon the full cent. But it is the privilege of the purchaser, and a common practice, to call for a small article to make out the difference, otherwise he loses the fraction of the cent. The Government can not lose but may gain, and the fraction of a cent in the course of a month may amount to dollars, which under paragraph 292, Subsistence Manual [M. S. D., 295, 1910], the commissary is required to take up and account for. Par. 639, A. R., 1908 [A. R., 646, 1910] applies to footings of vouchers only. (Views of Commissary General, concurred in by the Secretary of War, Jan. 6, 1910; 13891, O. I. G.)

1480. It is essential that the commissary should check the entries on abstracts of sales and issues, and this duty should not be delegated

to the commissary sergeant no matter how efficient he may be. (Commissary General, Aug. 1, 1911; 15298, O. I. G.)

1481. The requirement that "At the close of business each day the quantities and articles sold will be abstracted on Form No. 21," is hereby modified so as to permit officers to make such abstracts of sales at the earliest convenient dates during the month in which the sales are made. (Cir. 6, O. C. G., May 16, 1911.)

1482. Action to be taken when there is danger of the Government sustaining heavy loss by stores deteriorating, and there is no prospect of such stores being consumed in the near future. (M: S. D., 129.)

1483. Commanding generals of territorial divisions are authorized to increase or decrease, without reference to the War Department, but with due regard to the interests of the service and existing law, the various allowances specified in A. R.; 1237, 1910. (G. O. 89, W. D., 1911.)

NOTE.—The articles referred to are: Soap, candles, lantern candles, matches, toilet paper, rock salt and vinegar for public animals, flour for paste used in target practice, huck towels, ice, and housewives.

#### SURVEYING OFFICER.

1484. The post surgeon, unless he be the post commander, can not appoint a surveying officer. (Acting Secretary of War, Mar. 3, 1908; 12205, O. I. G.)

1485. On the approved recommendation of a surveying officer the following classes of property may be destroyed: (1) Clothing infected with contagious disease; (2) stores that have become so deteriorated as to endanger health or injure other stores, and (3) unserviceable property of no salable value submitted to a surveying officer under the provisions of A. R., 689. The decision of the commanding officer will be final as to whether such property has salable value.

This paragraph will, in its application to ordnance stores under (3), be limited to utterly worthless articles constituting the soldier's personal equipments (not arms), horse equipments, and target materials and supplies, the cost price of which does not exceed \$100 for mounted organizations and \$50 for all other cases. In each case the report will give the dates of receipt of the stores surveyed.

Before ordering the destruction of property or stores under the provisions of this paragraph the commanding officer will personally inspect the same and will be held responsible that the conditions justify the action. In case the invoice value of the stores involved

exceeds \$500, the approval of the next higher administrative commander will be obtained before destruction of the property, as provided in A. R., 730. A certificate of the witnessing officer that the property has been destroyed as authorized will be appended to the report. (A. R., 728.)

1486. Where two reports of survey of ordnance stores pertaining to one organization, covered destruction on the same date of property whose cost price was \$99.90 and \$98.65, the Secretary of War, March 11, 1908, concurred in the following remarks of the Chief of Ordnance:

"The action of these officers in disposing of the property seems to have been based on a technical compliance with A. R., 720, as amended (A. R., 728, 1910), but their actions violated the spirit of this regulation and nullified its purpose. If such action were permitted to pass unnoticed an officer might claim that he could, on the same date or about the same date, properly dispose of utterly worthless ordnance property having an aggregate cost price of any amount, provided each report of survey covered property the cost price of which was \$100 or under.

"This office reports that cases of this kind have so far been exceedingly rare. It is considered therefore that proper compliance with the spirit and purpose of the regulation can be best enforced by informing the officers concerned that the Secretary of War disapproves of their actions, and, should future cases arise, more stringent measures will be adopted." (12332, O. I. G.)

1487. The Secretary of War, January 4, 1911, concurred in the following views of the Inspector General of the Army, as to whether a commanding officer is authorized by the last sentence of the first section of A. R., 720, 1908 (A. R., 728, 1910), to pronounce property as having no salable value, in opposition to the opinion of the surveying officer, and then order its destruction:

"Under the provisions of paragraph 720, Army Regulations, 1908 (A. R., 728, 1910), it is within the province of the commanding officer to decide whether or not property of the first class, submitted to a surveying officer under paragraph 682, Army Regulations, 1908 (A. R., 689, 1910), has a salable value. If, in his opinion, it has no salable value he has authority to order the destruction of such property, thus assuming all responsibility connected therewith." (11773-A, O. I. G.)

1488. Instructions relative to the preparation and execution of reports of survey and to the action of surveying officers: On ordnance property (W. D. Cir. 92, 1908; 16, 1910). Engineer property. (Cir. 14, W. D., 1909; G. O. 10, W. D., 1910). See par. 1489 *post*.



1489. The Secretary of War, November 4, 1911, approved the following recommendation of the Inspector General of the Army, with reference to the survey of river and harbor and fortification property for which the several district officers of the Corps of Engineers are accountable:

"That the Chief of Engineers be authorized to direct the several district engineer officers to submit from time to time to the Chief of Engineers as 'the next higher administrative commander' lists of such property as they may desire to have surveyed, accompanied by the evidence required by paragraph 722, A. R., and to appoint some disinterested engineer officer to act as surveying officer; subsequent action on the survey report to be governed by paragraphs 728, 729, and 730, A. R." (15202-E, O. I. G.)

1490. Action of a surveying officer is required on ordnance stores rendered unserviceable by fair wear and tear when an emergency requisition is submitted for stores to replace them. (Cir. 16, W. D., 1910.)

1491. Report of survey to be prepared in triplicate. Separate reports will be made for each staff department concerned. (A. R., 727.)

1492. Approval of reports of survey. (A. R., 729-731.)

1493. The third copy of a report of survey on public property pertaining to a recruit depot or to a general recruiting station will be filed at the depot or station. (Cir. 30, W. D., 1908.)

1494. Reports on unserviceable band instruments. (A. R., 1195.)

1495. Reports on china and glassware of outgoing organizations. (A. R., 1039.)

1496. Reports for information of Secretary of War on unserviceable silken colors, standards, and guidons in possession of commands. (A. R., 239.)

1497. On horse equipments issued to mounted officers below the grade of major. (A. R., 1542.)

1498. Post commanders have authority, and should exercise it, to order officers responsible for quartermaster's property that has become unserviceable through fair wear and tear to turn it in to the post quartermaster either to have it replaced or to receive credit for it, thus doing away with a large number of surveys in organizations. (Secretary of War, Mar. 1, 1911; 6650-L, O. I. G.)

1499. Opinion of the Judge Advocate General, October 6, 1908, in case where a board of survey recommended that the price of butter on hand by the Subsistence Department for sale at a post be reduced:

"In view of the positive requirements of the statute that the sale of subsistence stores to officers and enlisted men shall be 'at cost price only,' it is believed that the proposed reduction would not be legal. The statute not only provides that the sale shall be at cost price, but defines the meaning of the term, 'to be the invoice price of the last lot of that article received by the officer making the sale prior to the first day of the month in which the sale is made.'" (5723-B, O. I. G.; 15285, J. A. G. O.)

1500. On loss of subsistence funds. (M. S. D., 98.)

1501. On damage to private property resulting from military operations, when the appointment of a board of officers is not practicable. (Cir. 22, W. D., 1910.)

1502. Not to be appointed to act upon and fix responsibility for loss or damage to private property of officers, or other persons connected with the military service, that has been shipped on Government bill of lading. (Cir. 14, W. D., 1910.)

1503. Whenever loss or destruction of, or damage to, public property, requiring the action of a surveying officer, occurs, such action will be requested by the responsible officer as soon as practicable and in every case within 30 days after discovery of the loss, destruction, or damage, unless exceptional circumstances, which will be explained by the officer's certificates, prevent such action within that period. (A. R., 724.)

## TABLEWARE.

1504. Estimates are sometimes made for articles of china and glassware, to cover wear and tear, as determined by inventory and inspection report. The term *breakage* in A. R., 1200, covers all shortage by deterioration of such ware through breakage, chipping, cracking, etc.; shortage through extraordinary circumstances, or through loss or carelessness, is otherwise provided for. Attention is invited to paragraph II, General Orders, No. 7, series 1895, and to Circular No. 10, series 1895, both from this office, the latter regarding inspection of ware after each meal and each dishwashing.

The allowance under A. R., 1200, is abundant, and ware must be so guarded that the outfit shall therewith be kept complete. China and glassware will be disposed of only as provided for by that paragraph, which does not contemplate the action of an inspector.

Estimates for ware will be rendered quarterly for articles needed within value and quantity allowed by regulations. If estimates are

not submitted at the end of each quarter, it will be inferred that the supply on hand is complete to that date. The account for each organization is closed at the end of the fiscal year.

If the ware of a departing organization is left in such a condition that the supply on hand, together with allowance remaining due, and articles replaced as provided for by A. R., 1200, will not complete the outfit for its successor, the shortage will be charged against the officer in charge of the mess of the departing company.

The quartermaster who receives the ware from departing organizations will keep the supply of each company separately, to be thus turned over to its successor. (G. O. 51, A. G. O., 1896.)

NOTE.—A. R., 1200, of 1895, continued as A. R., 1194, 1910.

1505. China and glassware belonging to mess outfits \* \* \* will not be removed from soldiers' barracks without the order of the post commander, nor will they be removed from a post or station except by order of the War Department. \* \* \* Previously to the execution of an order for change of station of an organization the commanding officer of the post or station will appoint a surveying officer, if possible an officer belonging to an organization other than that changing station, who will survey all china and glassware of the outgoing organization. He will render a report as to the serviceability or unserviceability of the articles surveyed, and that report, when approved by the commanding officer, will be final. All china and glassware found to be serviceable will be turned in to the quartermaster for reissue. All china and glassware found to be unserviceable after the authorized allowance of 5 per centum a quarter on account of breakage shall have been deducted will be destroyed and the money value thereof charged against the officer who is responsible for the property. (A. R., 1039.)

1506. In determining whether china is serviceable or not, the survey officer will be guided by the rule that cracked or chipped china is serviceable and will be issued to companies provided it will retain the same amount of food or liquid as if it were not cracked or chipped. Cracked china that leaks is manifestly unserviceable; but this can not be ascertained except by personal examination and test and each piece will be so tested. (Chief of Staff, Mar. 17, 1905; 13025, O. I. G.) Slight chipping or cracking does not render ware unserviceable. As a matter of fact, if the departing organization used the ware up to the time of departure it was serviceable, and if used by that organization it could be used by its successor. (Q. M. G., concurred in by Secretary of War, Aug. 5, 1909; 13518, O. I. G.)

## **TENTAGE.**

**237**

### **TELEGRAMS.**

**1507.** Rates for telegrams and cablegrams. (G. O. 114, W. D., 1911.)

### **TELEGRAPHIC CODE.**

**1508.** Telegraphic cipher code, care of, etc. (G. O. 84, W. D., 1904; G. O. 83, W. D., 1907.)

### **TELEPHONES.**

**1509.** For posts, number, and location; central to be usually at adjutant's office. (Par. 1, G. O. 97, W. D., 1906, amended by G. O. 170, W. D., 1908.)

**1510.** Telephone systems of coast artillery posts. (W. D. G. O., 97, 1906; 116, 1908; 83, 1909.)

**1511.** Telephone equipment for target ranges for small-arms practice. (S. C. M. No. 7, par. 566-571.)

**1512.** Telephonic communication between posts and nearby towns. (Par. 2, G. O. 97, W. D., 1906, amended by G. O. 116, W. D., 1908.)

**1513.** Telephones and other Signal Corps fire-control equipment of coast artillery posts are to be inspected and tested annually. (G. O. 146, W. D., 1911.) Post telephone systems at interior posts are to be inspected semiannually. (G. O., 97, W. D., 1906, par. 11; S. C. M. No. 3, p. 140.)

**1514.** Instructions for the operation, maintenance and care of post telephone systems and the buzzer and communication systems of target ranges installed by the Signal Corps. (G. O. 90, W. D., 1910; Art. Bull. No. 78 (serial No. 89), Sept. 25, 1911.) To be maintained and operated by members of the garrison as a rule. (Par. 11, G. O. 97, W. D., 1906.)

**1515.** All officers and enlisted men of the field artillery who may be called upon to use telephones will be instructed in their wiring and in the determining of faults so as to be able to keep the instruments in order and make the ordinary field repairs. (G. O. 4, W. D., 1911, par. 10.)

### **TENTAGE.**

**1516.** Field allowance of tentage for officers, both in campaign and permanent camp, and the normal campaign allowance of tentage for enlisted men will be that prescribed in Field Service Regulations. (G. O. 66, W. D., 1911.)

## TRANSPORTATION.

Allowance of tentage for permanent or maneuver camps, referred to in F. S. R., 181, and not prescribed in F. S. R., 231. (G. O. 66, W. D., 1911, par. 2.)

1517. When troops are on practice or other marches involving absence from garrison over night the allowance of tentage will be fixed by the commanding officer. (G. O. 66, W. D., 1911.)

1518. Allowance of tentage for sanitary units. (M. M. D., 856 and "Note" thereunder; G. O. 66, W. D., 1911, Par. I., sec. 3.)

1519. Allowance of tentage for civilian employees, when in the field with troops. (G. O. 155, W. D., 1911.)

1520. The full allowance of tentage should be kept on hand at posts at all times. (Q. M. G., Feb. 14, 1910; 13852, O. I. G.)

1521. The prescribed allowance of tentage and equipage will habitually be kept in the hands of the organizations to which it is issued. After use and before being put away, tentage and equipage will be thoroughly aired, dried, and put in serviceable condition, so as to be ready for immediate use when again required. (A. R. 1199.)

1522. The use of serviceable tents or other canvas for any purpose other than that for which such articles are furnished is prohibited, except in cases of emergency when necessary to protect public property. (A. R., 1199.)

1523. The use of the hand ax and the pick mattock in organizations equipped with the intrenching tool is authorized for the purpose of driving tent pins. The use of the bayonet for that purpose is prohibited. (Cir. 106, W. D., 1908.)

## TRANSPORTATION.

1524. The field allowance of transportation will be that prescribed in Field Service Regulations. (G. O. 66, W. D., 1911, Par. I., sec. 1.)

1525. The allowance of transportation for sanitary units will be that prescribed in the Manual for the Medical Department. (G. O. 66, W. D., 1911, Par. I., sec. 3.)

1526. Allowance of transportation for field companies of the Signal Corps. (G. O. 24, W. D., 1911.)

1527. The ammunition wagons prescribed in Field Service Regulations for cavalry and infantry regiments will not be taken with troops on practice marches or to permanent or maneuver camps, unless so directed in orders from the War Department. (G. O. 66, W. D., 1911, Par. I., sec. 4.)

1528. Organization of a wagon company and a pack train. (F. S. R., 34; Manual of Pack Transportation, 87.)

1529. Instructions relative to pack trains. (F. S. R., 237; Manual of Pack Transportation.)

1530. Care of means of, in the field; personal attention of quartermaster necessary; he can not delegate his responsibility to anyone else, and he alone will be held responsible for their condition. (Q. M. M., 716-720.)

1531. Field Service Regulations do not provide for any field service transportation for coast artillery companies. This (Q. M. G.) office has, however, fixed an allowance of one escort wagon for each company of coast artillery. (Q. M. G., Apr. 17, 1907; 11333, O. I. G.)

1532. Allowance of spring wagons for posts. (A. R., 1118.)

1533. Spring wagons will be used only by direction of commanding officers and for the purpose for which they are supplied, viz., for the transportation of officers and enlisted men traveling on duty when other means are not available. (A. R., 1119.)

1534. Commanding officers will cause mounted organizations to be provided daily with the proper facilities for policing stables and hauling forage. (A. R., 1121.)

1535. Ambulances.—Allowance for field service (F. S. R., 33, 302; M. M. D., 578); for posts (A. R., 1451); for each regimental, battalion, and squadron headquarters (A. R., 1451); furnished and repaired by Quartermaster's Department; housed when practicable near hospital; subject to call of surgeon (A. R., 1450); driver designated (A. R., 1452); care and inspection (A. R., 1452, 1458). See paragraph 90, *ante*.

1536. Ambulances will be used only for transportation of the sick and wounded, the recreation of convalescent patients, or to give instruction in the duties of the ambulance service. (A. R., 1450). Use in the field. (A. R., 1458.)

1537. Each company will be furnished with one hand litter, which will be kept ready for use at all times. It will be supplied by the Medical Department. (A. R., 1458.)

1538. Army and escort wagons will be painted an olive-drab color. (G. O. 191, W. D., 1906.) Formula for mixing olive-drab paint. (Cir. 66, W. D., 1906.)

1539. Control and supervision of, and responsibility for, means of water transportation assigned for the exclusive use of the artillery districts. (G. O. 62, W. D., 1906, par. IV, secs. 5 and 25; D. R. C. A., 586.) Inspections, care, etc. (G. O. 235, W. D., 1906.)

1540. Precautions against accidents to boats assigned to artillery districts. (G. O. 235, W. D., 1909.) Action to be taken in case of loss or destruction of or serious damage to mine planters, cable ships, or other vessels by fire, storm, or other natural cause. (A. R., 720.)

1541. Kitchen tourist cars. (G. O. 218, W. D., 1909.)

1542. Instructions relative to transportation requests for sleeping-car accommodations. (G. O. 23 W. D., 1911.)

## UNIFORM.

1543. Regulations for the uniform of the United States Army are prescribed in Uniform Regulations of December 26, 1911.

1544. Uniform to be worn on different occasions, by whom prescribed. (U. R., 35, 53 (a); T. R., 229.)

1545. When troops appear in any of the uniforms prescribed in Uniform Regulations all officers on duty therewith or attached thereto in any capacity shall wear the corresponding uniform prescribed for officers. This does not apply to inspectors, who will wear such uniform as is best adapted to the performance of their duty. (U. R., 29.)

1546. There are two service uniforms, the woolen olive-drab and the cotton olive-drab. The woolen olive-drab uniform will be prescribed for habitual wear when the climate or weather does not require the cotton olive-drab. (U. R., p. 50.)

1547. Combinations of various articles of uniform other than the combinations prescribed in Uniform Regulations are prohibited. (U. R., 49.)

1548. All officers will provide themselves with the uniforms pertaining to their rank and duty and maintain them thoroughly neat and serviceable. (U. R., 36 (a).) For inspection and verification of uniforms by commanding officers, see paragraph 1070, *ante*.

1549. The Secretary of War has approved certain modifications in design of spurs, also of caps and service uniforms for officers and enlisted men and of dress and full dress uniforms for officers of the Quartermaster's Department. These changes will not be described in orders. The modified design of spurs will be set forth in detail in specifications to be furnished by the Ordnance Department, and the changes in the uniform will be set forth in detail in specifications to be furnished by the Quartermaster General to all quartermasters and to military tailors upon application. The changes for officers will go into effect on July 1, 1912, prior to which date articles of the present pattern may be worn. (G. O. 89, W. D., 1911.)

**1550.** Officers will, by their appearance, set an example of neatness and strict conformity to regulations in uniform and equipment. (U. R., 18.)

**1551.** Officers not serving with troops will wear the prescribed uniforms during the hours of duty, unless authorized by the Secretary of War to wear civilian clothing. (U. R., 28.)

**1552.** Officers on duty in the War Department are authorized to wear civilian dress. (War Dept. Cir. Aug. 3, 1904.)

**1553.** Wearing of civilian clothes by officers and enlisted men. (U. R., 10.)

**1554.** Officers who desire to purchase olive-drab cotton or woolen uniform cloth, conforming to the Army standard, may procure it from the depot quartermaster, Philadelphia, Pa. (Cir. 59, W. D., 1910.)

**1555.** A standard sample for color of olive-drab woolen cloth will be furnished by the Quartermaster's Department to the quartermaster of every garrisoned post for the future guidance of officers of the Army when providing themselves with olive-drab uniforms. To prevent unnecessary hardship, officers will be permitted to wear out such olive-drab uniforms as they now possess. (Cir. 48, W. D., 1907.)

Standard sample of braid to be similarly furnished. (Indorsement of Q. M. General, May 16, 1908; 12422, O. I. G.)

**1556.** A set of standard patterns of officers' uniforms will be kept in the office of the chief quartermaster of every territorial division for examination by officers. (U. R., 45.)

**1557.** Alterations will not be made in any article of the uniform that will result in a material change from the cut prescribed for it in regulations; nor will hooks be placed on the front of the coat below the buttons. Company commanders will exercise personal supervision over the fitting of the uniforms of the men of their companies, and permit only such changes as will insure a proper fit without disturbing the general appearance of the uniform. (U. R., 4.)

**1558.** Enlisted men will not be permitted to wear articles of the uniform other than those furnished to the organization to which they belong. (U. R., 48.)

**1559.** Enlisted men will not be permitted to wear any articles of uniform which are not furnished by the Quartermaster's Department. (U. R., 48.)

**1560.** Noncommissioned officers in charge of working parties will not wear the fatigue uniform unless their duties be such as to make it necessary. (U. R., p. 53.)



**1561.** Suspenders, when worn, must not be visible. (U. R., 109.)

**1562.** White uniform for wear by Hospital Corps men on duty in the wards, dispensaries, post-mortem rooms, operating rooms, and mess rooms of hospitals; also by Hospital Corps men on duty assisting dental surgeons. (U. R., p. 52.)

**1563.** For inspection of the dress of enlisted men before leaving on, and after returning from, pass and for responsibilities of officers for the appearance of enlisted men in garrison and on pass, etc., see U. R., 39.

**1564.** Articles of clothing specially provided for troops stationed in Alaska; how issued, etc. (G. O. 67, W. D., 1911, p. 5.)

**1565.** When changes or modifications are made in articles of clothing or equipage, issues to the Regular Army and Organized Militia of the kinds and patterns then on hand will be continued until the supply thereof is exhausted; and whenever any particular kind or size of articles of clothing or equipage that has been modified is exhausted requisitions for that kind or size will be filled from the new pattern that may be adopted. (U. R., 8.)

**1566.** A sample of each size of garment used at the post will be furnished to post quartermasters for the use of organization commanders in "trying on" the garments until a satisfactory fit is secured and the soldier's record of sizes of clothing is correct. (U. R., 37.)

**1567.** It is desired that company commanders shall carefully scrutinize issues and endeavor to prevent enlisted men from drawing any quantities of clothing in excess of their actual needs. While existing orders are not intended to limit the soldier to an exact number of articles, yet, it is thought that the allowance as prescribed is sufficient for all intents and purposes except in extraordinary cases. (Q. M. G., Jan. 20, 1909; 12803, O. I. G.)

**1568.** In settling the clothing accounts of enlisted men on the first settlement date following enlistment, credit for the annual allowance should be computed at the rate of 30 days to each month, and the same rule obtains in the settlement for the period from last regular settlement date to the date of discharge. For example: A soldier enlisting on the 3d day of March would, on the settlement date, June 30, be entitled to three times the monthly share of the annual allowance and 28 times the daily share of the annual allowance. Similarly, a soldier discharged on March 3 would be entitled to two times the monthly share of the annual allowance and three times the daily share of said allowance. The tables specifying the money allowance for clothing contained in the orders

issued since the present clothing system was adopted show that the daily share of both the initial and annual allowance is computed on the basis of 30 days to each month, and it is contemplated that credit be extended accordingly. (Paymaster General, May 9, 1910; 14167, O. I. G.)

**1569.** Clothing issued to a soldier whose enlistment was fraudulent and who was discharged without honor and without final statements is the property of the United States and should be retained and used. (Cir. 36, W. D., 1910.)

**1570.** For Army Nurse Corps (female). (M. M. D., 85-87.)

**1571.** For officers and crews of United States Army transports. (Regulations prescribing Flags, Uniforms, etc., of The U. S. Army Transport Service, 1899.)

## VETERINARIANS.

**1572.** Of cavalry and field artillery: Duties. (A. R., 90, 91.) Status as to pay, allowances, and retirement. (G. O. 45, W. D., 1911, p. 10; A. R., 89.) Come within the operation of the act approved May 11, 1908, as to death benefit to widow or other person previously designated. (Cir. 81, W. D., 1908.) Status with reference to mounts, horse equipments, and forage. (Cir. 5, W. D., 1909.) To carry revolvers and ammunition when on field duty. (G. O. 39, W. D., 1910.) Course in revolver range practice. (G. O. 39, W. D., 1910.)

**1573.** A veterinarian of cavalry or artillery is allowed by law the pay and allowances of a second lieutenant. He is given rank by G. O. 39, A. G. O., 1902, next after a second lieutenant, and the character of his duties is such as to require him to give orders to enlisted men. He is therefore entitled to receive the customary salute from enlisted men. (Cir. 18, A. G. O., 1902.)

**1574.** Veterinarians are not competent to sit as members of courts-martial or perform any of the duties which are expressly required by law to be performed by commissioned officers. As their status is assimilated to that of commissioned officers, however, they are eligible for detail as members of boards of survey or councils of administration, and may, when no commissioned officer is available, serve as exchange officers or post treasurers and may witness payments to enlisted men. (Cir. 30, A. G. O., 1901.)

**1575.** Inspection by, of beef cattle before they are slaughtered and of fresh beef when delivered at post. (G. O. 28, W. D., 1906.)

**1576.** *Veterinary supplies.*—Supply table, including instruments and dispensary equipments for veterinary hospitals, veterinarian's

field equipment, field equipment for farriers and emergency equipment for horseshoers, and standard veterinary textbooks. (G. O. 115, W. D., 1911.)

1577. Veterinary hospital, where authorized. (A. R. 92.)

WATER SUPPLY, SEWERAGE, HEATING AND LIGHTING PLANTS.

1578. No changes in or extensions of systems of water supply, sewerage, plumbing, heating, gas or electric lighting will be made at military posts or in any buildings thereat, nor will existing sewer, water, gas or electric lighting mains be tapped for supplying additional service without proper authority from the War Department. (G. O. 163, W. D., 1908.)

1579. Analysis of water of a permanent post or camp in the United States. (Cir. 58, W. D., 1909.)

1580. *Sanitation of camps*.—Sanitary rules to be observed in the selection of camp sites and the establishment of camps. (F. S. R., 185–190.) Odorless excavating tank wagon, urinals, and latrines. (G. O. 170, A. G. O., 1899.)

1581. Rules and directions for care of steam-heating plants. (Cir. 1, A. G. O., 1902.)

## APPENDIX.

### FORM FOR REPORT OF AN INSPECTION OF A GARRISONED POST AND FORM FOR STATEMENT OF IRREGULARITIES AND DEFICIENCIES.

#### DIRECTIONS.

1. "The written reports of inspectors general and acting inspectors general will set forth a correct return of the troops, the number present at and absent from the station and the absentees from inspection, and whether irregularities, etc., reported at last inspection, have been remedied; after which will follow a statement of the results of the inspection, dealing only with defects, deficiencies, irregularities, recommendations, and commendations whereof the various items will be paragraphed and stated separately. These items will be grouped under the department within whose sphere the responsibility for the conditions stated falls, viz.: Commanding officer, Quartermaster's Department, Corps of Engineers, etc. Brief statement will be made of the various drills and exercises held for the inspector and the report concluded with an exposition of the conclusions arrived at as to the military efficiency, discipline, and instruction of the command." (A. R., 912.)

2. Reports of inspections of troops will contain a statement of the names of the various drills from the setting up exercises to the evolutions of the highest organization examined by the inspector. A similar statement will recite the tests of the classes in signaling and the Hospital Corps in litter-bearer drill and first aid to the wounded.

3. If the number and percentage of desertions are abnormal, special inquiry as to the cause thereof will be made and the result briefly reported. (A. R., 913, sec. 7.)

4. It is not necessary to recite affirmatively, or in detail, that the subjects enumerated in A. R., 913, were embraced in the inspection. The results of the inspection are assumed to have been satisfactory unless otherwise stated; and the report of those results

should deal only with defects, deficiencies, irregularities, recommendations, and commendations.

5. Trivial matters verbally called to attention of officers concerned and corrected on the spot should not be included either in the report or list of irregularities, but all defects, deficiencies, and irregularities of sufficient importance to be recorded in the report should also be included in the list furnished the commanding officer under A. R., 915.

6. It is desired that inspectors mention in their reports, by name, officers who are deserving of commendation for the superior condition of their commands. (10334-A, O. I. G.)

7. When public buildings are criticised, etc., in an inspection report, the designation and number (see A. R., 1035) should be given, as Barracks Nos. 5, 6; Officers' Quarters Nos. 7, 8; Granary No. 9, etc. (52-A, 2, and 13505, O. I. G.)

8. Inspectors should personally investigate complaints, especially those which may require action of the War Department, such as general unfitness of recruits received, inferior quality of supplies, etc.; and irregularities and deficiencies, such as failure of the supply departments to meet conditions, pitting of guns, etc.; and when such matters are of sufficient importance to record them in the inspection report, they will state their own views and conclusions.

9. Recommendations of inspectors on matters where initiative remedial action is within the province of the commanding officer (as, for example, "It is recommended that a crematory be constructed at this post for the burning of garbage") should be included in the list of defects, etc., furnished the commanding officer, as well as in the report. Experience has shown that when this is not done inspectors' recommendations often reach this (Inspector General's) office without remark from any commander or staff officer, which fact leaves the subject matter incomplete for consideration by the War Department.

10. When an irregularity or deficiency, based on a regulation or order, is reported, the specific regulation or order should be cited in the inspection report and in the list of irregularities and deficiencies furnished the commanding officer. (Cir. letter, O. I. G., July 18, 1908; 12519, O. I. G.)

11. The sheets of Forms 5 and 5a, Inspector General's Department (memoranda for inspection of posts), except the folded ones of Form 5, are not to be distributed by the inspector, but will be kept in his personal possession for his notes; nor are categorical answers to the memoranda thereon to be sought or accepted by him,

unless it is impossible to otherwise secure the information desired. The sheets are not to form part of his report, but will be filed in his office.

12. When an inspector furnishes the commanding officer with a list of irregularities or deficiencies under A. R., 915, his report of inspection will conclude with a statement to the effect that such list has been furnished.

#### FORM FOR REPORT OF AN INSPECTION OF A GARRISONED POST.

Fort \_\_\_\_\_,

ADJUTANT GENERAL,

SIR: I have the honor to submit report of an inspection of \_\_\_\_\_, made \_\_\_\_\_.

The last inspection by an officer of the Inspector General's Department was made \_\_\_\_\_, by \_\_\_\_\_.

The post is commanded by \_\_\_\_\_, and is garrisoned by Headquarters, Band, and Troops A, B, C, and D, First Cavalry; the First and Second Companies, Coast Artillery Corps; Companies A and B, First Infantry, and detachments of the Staff Corps and Departments, aggregating 32 officers and 595 enlisted men, of whom 27 officers and 585 enlisted men were present at post and 24 officers and 507 enlisted men present in ranks at inspection.

Absentees from inspection are accounted for as follows:

#### OFFICERS.

*Present at post.*—Guard, 1; officer of the day, 1; sick, 1. Total, 3. Percentage absent from inspection of total officers present at post, 11.11.

*Absent from post.*—(By name, rank, and regiment or corps or department.)

(1) Maj. \_\_\_\_\_, D. S. since \_\_\_\_\_, at \_\_\_\_\_ as member of G. C. M.

(2) Capt. \_\_\_\_\_, D. S. since \_\_\_\_\_, at \_\_\_\_\_ as member of General Staff Corps.

(3) First Lieut. \_\_\_\_\_, D. S. since \_\_\_\_\_, at \_\_\_\_\_ as Captain P. S.

(4) Capt. \_\_\_\_\_, leave of absence for two months, since \_\_\_\_\_.

(5) Second Lieut. ———, leave of absence for one month, since ———.

Total officers absent from post, 5. Percentage absent from post of total officers present and absent, 15.62.

#### ENLISTED MEN.

*Present at post.*—Guard, 40; sick, 10; arrest and confinement, 12; extra duty, 3; special duty, 13. Total, 78. Percentage absent from inspection of total enlisted men present at post, 13.33.

*Absent from post.*—D. S., 5; furlough, 4; without leave, 1. Total, 10. Percentage absent from post of total enlisted men present and absent, 1.68.

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The irregularities and deficiencies reported at last inspection have been remedied, except that an additional wagon shed is still needed. See defect No. 10, this inspection.

The results of the inspection are as follows:

#### COMMANDING OFFICER.

(Under this heading are grouped all items which do not specifically concern a bureau of the War Department.)

1. Troops A and B, First Cavalry: Not well drilled in horsemanship; such movements as passaging and turning on the forehand were very poor.

2. First Company, Coast Artillery Corps: Unauthorized expenditure from company fund as follows: January 8, 1907, carving set, \$2.75. (A. R., 322; G. O. 67, W. D., 1911.)

3. Company A, First Infantry: Correspondence book not indexed. (G. O. 109, W. D., 1906.)

4. Post exchange: No printed or written price list posted in lunch room. (Par. 12, G. O. 176, W. D., 1909.)

5. No post garden (A. R., 352). An investigation has convinced the inspector that the cultivation of a garden is practicable.

Capt. ——— is reported by the post commander and surgeon to be incapacitated for service, both mentally and physically. A special report in his case has been submitted to the division commander under A. R., 914.

During the past 12 months the desertions from the command, except the two companies, Coast Artillery Corps, were not abnormal in number.

The First Company, Coast Artillery Corps, had 20 desertions during that period, or 14.5 per cent of the aggregate number of enlisted men on the rolls; and the Second Company, Coast Artillery Corps, 17 desertions, or 12.8 per cent. Special inquiry into the causes therefor was made.

(Here will follow a brief statement of the result of the special inquiry as required by A. R., 913, sec. 7, with inspector's conclusions. If any irregularities are developed they should be included in the list furnished the commanding officer under A. R., 915, as, for example, No. 6.)

6. The abnormal desertions seem to be largely attributable to unnecessary restraints and harsh discipline.

#### ADJUTANT GENERAL'S DEPARTMENT.

7. The First and Second Companies, Coast Artillery Corps, need 23 and 20 recruits, respectively. These companies have considerable hard work to perform in caring for the armament, etc., and should be kept up to the authorized strength as closely as possible.

#### QUARTERMASTER'S DEPARTMENT.

8. Record book of barracks and quarters not kept posted up—no entries during past 12 months. (A. R., 1035.)

9. New floors are needed in barracks (building No. 6) of Troops A and B, First Cavalry.

10. An additional wagon shed is badly needed. Much of the wheeled transportation has to be kept in the open, with consequent deterioration. It is recommended that an additional shed be authorized. This defect was reported at last inspection.

11. The general condition of the public buildings of the post as to repair is poor. They are mostly in need of painting and general repairs.

12. Much complaint was made by the companies in regard to the new marching shoe, which, after little wear, appears to rip, the sole separating from the upper at the toe. I examined several pairs which had been worn about 20 days, including a 2 days' practice march, and, as the leather seems to be of excellent quality, am of opinion that the defect is due to inferior quality of the sewing material used.

#### SUBSISTENCE DEPARTMENT.

13. A shipment of 500 pounds of baking powder received from \_\_\_\_\_ on November, 10, 1906, is reported to be of inferior quality.



(Here should follow such information as will enable the Commissary General to take action, such as by whom, when and where purchased, name of firm, marks on package, etc.; also the inspector's opinion and recommendation.)

The excellent condition of this department throughout reflects great credit on Capt. ———, the commissary, who impressed me as a very energetic and capable officer.

#### MEDICAL DEPARTMENT.

14. The hospital, which was built for a four-company post, is entirely too small for the present and prospective garrisons. It should be enlarged to at least double its present capacity.

15. Gross receipts for sales of vegetables from hospital garden during June and July, 1911, not taken up in the statements of the hospital fund for these months. Pay of gardener, \$6 per month, for which no authority of the chief surgeon could be found, was deducted, and only the balance taken up, the payments to the gardener not appearing in the monthly statements. (M. M. D., 307, 314.)

16. Ambulance driver not designated by the surgeon to care for the ambulance, its equipment, and harness. (A. R., 1452.)

17. Ambulance harness in poor condition—needs cleaning and oiling.

#### CORPS OF ENGINEERS.

18. Galleries of Battery ——— leak badly.

19. Magazine of Battery ——— unserviceable on account of excessive dampness.

20. No lights on loading platforms of Batteries ———.

21. All wires forming the system of communications are aerial and exposed to hostile fire—one shall from an enemy's ships might paralyze the whole system. Provision should be made for underground lines. (This is an example of an item that affects two staff departments (Engineer and Signal), and should be stated under each.)

#### ORDNANCE DEPARTMENT.

22. It was reported to me that a number of cocking pieces of the new rifle had been broken at target practice. Several of these were examined by me. It is the general opinion, in which I concur, of officers and men whom I questioned on the subject that the defect is not attributable to any local cause. A diagram is attached showing the exact location of the break.

## SUBSISTENCE DEPARTMENT.

13. A shipment of 500 pounds of baking powder received from \_\_\_\_\_ on November 10, 1906, is reported to be of inferior quality.

## MEDICAL DEPARTMENT.

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## ORDNANCE DEPARTMENT.

22. It was reported that a number of cocking pieces of the new rifle had been broken at target practice.

23. There is no ordnance sergeant at this post. One is badly needed.

24. The following surplus ordnance stores are on hand, viz: (State kind, quantity, and condition.)

## SIGNAL CORPS.

25. All wires forming the system of communications are aerial and exposed to hostile fire—one shell from an enemy's ships might

SIR: Under the provisions of A. R., 915, I have the honor to furnish you the following list of irregularities and deficiencies observed during the recent inspection of your post:

COMMANDING OFFICER.

1. Troops A and B, First Cavalry: Not well drilled in horsemanship, such movements as passing and turning on the forehand were very poor.

2. First Company, Coast Artillery Corps: Unauthorized expenditure from company fund, as follows: January 8, 1907, carving set, \$2.75. (A. R., 322; G. O., 67, W. D., 1911.)

3. Company A, First Infantry: Correspondence book not indexed. (G. O., 109, W. D., 1906.)

4. Post exchange: No printed or written price list posted in lunch room. (Par. 12, G. O., 176, W. D., 1909.)

5. No post garden. (A. R., 352.) An investigation has convinced the inspector that the cultivation of a garden is practicable.

6. The abnormal desertions from the First and Second Companies, Coast Artillery Corps, during the past 12 months, seem to be largely attributable to unnecessary restraints and harsh discipline.

ADJUTANT GENERAL'S DEPARTMENT.

7. The First and Second Companies, Coast Artillery Corps, need 23 and 20 recruits, respectively. These companies have considerable hard work to perform in caring for the armament, etc., and should be kept up to the authorized strength as closely as possible.

QUARTERMASTER'S DEPARTMENT.

8. Record book of barracks and quarters not kept posted up—no entries during past 12 months. (A. R., 1035.)

9. New floors are needed in barracks (building No. 6) of Troops A and B, First Cavalry.

10. An additional wagon shed is badly needed. Much of the wheeled transportation has to be kept in the open, with consequent deterioration. It is recommended that an additional shed be authorized. This defect was reported at last inspection.

11. The general condition of the public buildings of the post as to repair is poor. They are mostly in need of painting and general repairs.

12. Much complaint was made by the companies in regard to the new marching shoe, which, after little wear, appears to rip, the sole separating from the upper at the toe.

## SUSSTINENCE DEPARTMENT.

13. A shipment of 500 pounds of baking powder received from \_\_\_\_\_ on November 10, 1906, is reported to be of inferior quality.

## MEDICAL DEPARTMENT.

14. The hospital, which was built for a four-company post, is entirely too small for the present and prospective garrisons. It should be enlarged to at least double its present capacity.

15. Gross receipts for sales of vegetables from hospital garden during June and July, 1911, not taken up in the statements of the hospital fund for these months. Pay of gardener, \$6 per month, for which no authority of the chief surgeon could be found, was deducted and only the balance taken up, the payments to the gardener not appearing in the monthly statements. (M. M. D., 307, 314.)

16. Ambulance driver not designated by the surgeon to care for the ambulance, its equipment, and harness. (A. R., 1452.)

17. Ambulance harness in poor condition—needs cleaning and oiling.

## CORPS OF ENGINEERS.

18. Galleries of Battery ——— leak badly.

19. Magazine of Battery ——— unserviceable on account of excessive dampness.

20. No lights on loading platforms of Batteries ———.

21. All wires forming the system of communications are aerial and exposed to hostile fire—one shell from an enemy's ships might paralyze the whole system. Provision should be made for underground lines.

## ORDNANCE DEPARTMENT.

22. It was reported that a number of cocking pieces of the new rifle had been broken at target practice.

23. There is no ordnance sergeant at this post. One is badly needed.

24. The following surplus ordnance stores are on hand, viz: (State kind, quantity, and condition.)

## SIGNAL CORPS.

25. All wires forming the system of communications are aerial and exposed to hostile fire—one shell from an enemy's ships might

paralyze the whole system. Provision should be made for underground lines.

26. There is no telephonic connection with the tide station. (C. A. M. 4, W. D., 1909.)

\_\_\_\_\_  
Your attention is invited to the requirements of A. R., 915, and Circular 14, War Department, 1906.

Very respectfully,

\_\_\_\_\_,  
*Major, Inspector General.*

### LIST OF ABBREVIATIONS USED.

- A. G. O.—Adjutant General's office, or The Adjutant General's Office.
- A. R.—Army Regulations, 1910, when not otherwise indicated.
- C. A. M.—Coast Artillery Memorandum.
- C. D. R.—Cavalry Drill Regulations, 1909.
- Cir.—Circular.
- Comp.—Comptroller of the Treasury.
- Dec.—Decision.
- Dept.—Department.
- Div.—Division.
- D. J. A. G.—Digest of Opinions of the Judge Advocate General, 1901.
- D. R. C. A.—Drill Regulations for Coast Artillery, 1909.
- D. R. H. C.—Drill Regulations, Hospital Corps, 1908.
- D. R. L. A.—Drill Regulations for Light Artillery, 1896.
- E. R.—Engineer Regulations, 1910.
- F. S. R.—Field Service Regulations, 1910.
- G. O.—General Orders.
- I. D. R.—Infantry Drill Regulations, 1911, when not otherwise indicated.
- I. G. D.—Inspector General's Department.
- J. A. G.—Judge Advocate General.
- M. A. B.—Manual for Army Bakers, 1910.
- M. G. D.—Manual of Guard Duty, 1908.
- M. L.—Military Laws of the United States, 1901, with Supplement to August 22, 1911.
- M. M. D.—Manual for the Medical Department, 1911.
- M. P. D.—Manual for the Pay Department, 1910.
- M. S. D.—Manual for the Subsistence Department, 1910.
- M. S. O.—The Military Secretary's office.
- N. C. R.—National Cemetery Regulations, 1911.
- N. H. D. V. S.—National Home for Disabled Volunteer Soldiers.
- O. C. E.—Office of the Chief of Engineers.

- O. C. G.—Office of the Commissary General.  
O. I. G.—Office of Inspector General.  
Op.—Opinion.  
O. P. R.—Ordnance Property Regulations, 1909.  
O. R.—Regulations for the government of the Ordnance Department, 1907.  
O. S. M.—Ordnance Supply Manual, 1904.  
P.—Page.  
Par.—Paragraph.  
Prov. M. S. M.—Provisional Manual for Submarine Mining, 1906.  
Prov. S. A. F. M.—Provisional Small Arms Firing Manual, 1909.  
Q. M.—Quartermaster.  
Q. M. G.—Quartermaster General.  
Q. M. G. O.—Quartermaster General's office.  
Q. M. M.—Quartermaster's Manual, 1904.  
Regs.—Regulations.  
R. S.—Revised Statutes of the United States.  
S. C. M. No. 2.—Signal Corps Manual, No. 2, 1909.  
S. C. M. No. 3.—Signal Corps Manual, No. 3, 1910.  
S. C. M. No. 7.—Signal Corps Manual, No. 7, 1909.  
Scy.—Secretary.  
Sec.—Section.  
Stat. L.—United States Statutes at Large.  
T. R.—Army Transport Service Regulations, 1908.  
U. R.—Regulations for the Uniform of the United States Army.  
W. D.—War Department.

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